

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: AG/Range Leasing Technician/Training to Specialist

LOCATION: Tribal Lands Department
Pablo, MT.

SALARY: \$24.46 to \$28.11 per hour including benefits

CLOSING DATE: Monday, December 30, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The AG/Range Leasing Technician training to Specialist is a full-time position that reports directly to the Realty Leasing Manager, with progressive responsibility in lease/permit agreement preparations, lease/permit contract compliance and land records searches. The AG/Range Leasing Technician's major duties and responsibilities include, but are not limited to the following:

- Responsible for complying with Federal Law, Tribal Ordinances and Tribal Policies and Procedures, and Local Law
- Assists and prepares AG/Range leases insuring all documents required for lease compliance (to include modifications, cancellations, voluntary relinquishments, certified onsite inspections, trespass notices, verification of payments, and any follow-up necessary) are accurate and complete
- Assists with the advisement of prospective lessees and lessors of contract obligations, stipulations, regulations, procedural requirements or any other requirements.
- Assists with preparation of presentations to the Tribal Council concerning all leasing and permitting activities including contract approvals; advertisements; negotiated contracts; contract cancellations, modifications or assignments
- Assists with performing land record searches and data collection to prepare accurate and complete information on AG/Range leases for Tribal decision makers
- Coordinates lease documents review and approval through Tribal Lands and Legal Departments and Approving Officials
- Assists with preparation and coordinating materials and information for interdisciplinary team review of leases and permits, and insures land descriptions mapping requirements, etc. are complete for bid advertisements
- Assists with maintaining case files and disposes of expired files as prescribed by Federal Law and other applicable policies;
- Assists in coordinating lease and permit compliance matters with compliance staff including correspondence regarding enforcement and cancellation actions
- Assists with preparing lease/permit documents with data entry into LMS and TAAMS computer system

- Assists in maintenance of automated billing and receipting for lease contracts and permits, including payroll deductions, and voluntary per-capita assignments and referral to the Tribal Court
- Manages and replies in a timely manner to all incoming correspondence and inquiries and maintains a record of contact for future reference or redirects customers in a professional courteous manner to appropriate programs or personnel within the Tribal Lands Department
- Mails written communication on AG/Range the same day as the correspondence is signed and maintains "copy" in the file
- Produces reports or ensures that management reports can be generated for TLD Department for monitoring functional compliance areas
- Other duties as required or assigned

Knowledge and Skills

- Basic knowledge of land description and location techniques,
- Basic knowledge of land record filing systems used in the realty field
- Basic knowledge of leasing practices and procedures
- Basic knowledge of Federal, State, and Indian Law
- Basic knowledge of conservation practices, construction and building requirements
- Working knowledge of contract management and records management
- Skill in software program experience including Microsoft, Excel, and Access
- Skill in operating office equipment, including computers, scanners, calculators and copy machines

Abilities

- Ability to establish and maintain effective working relationships with other employees, other agencies, and the general public
- Ability to read and understand formal documents such as leases/contracts, deeds, mortgages, court orders and building codes
- Ability to communicate effectively verbally and in writing

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- Required to have a High School Diploma or equivalent, with training or education in realty or some other land-related field.
- Possession of, or eligibility for, a valid Montana Motor Vehicle Operator's license and be insurable under the Tribe's Insurance policy
- Federal background check for access to the BIA TAAMS (Trust Asset Accounting Management System) and be willing to attend all required trainings in the TAAMS system

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcript/training certificate.
3. Copy of a current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact: Rachael BigSam, Realty Leasing Manager, at 406-675-2700 Ext. 1241