

**Sitka Tribe of Alaska**  
**Job Description**  
**REALTY and TERO OFFICER**

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<b>Exempt:</b>	Yes	<b>Grade:</b>	8 (\$25.13-28.77)
<b>Benefits:</b>	Yes	<b>Effective Date:</b>	January 18, 2022
<b>Department:</b>	Legal	<b>Hours:</b>	8:00a.m. -4:30p.m.
<b>Reports to:</b>	Tribal Attorney		

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## **I. SUMMARY**

This position serves two functions: Realty Officer and TERO Officer. The Realty Officer function is responsible for providing services as Realty Officer. The TERO Officer function monitors compliance with STA's Tribal Employment Rights Ordinance and investigates complaints of noncompliance or discrimination.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Realty Program Responsibilities**

- Operate STA Realty program. This entails working with restricted property owners under Bureau of Indian Affairs regulations regarding:
  - Realty transactions including sales, gift deeds, rights of way, partitions, leases, and permits of restricted properties
  - Coordinating appraisals, surveys, archaeology, and NEPA requirements for transactions and activities
  - Last Will & Testament preparation for tribal citizens with interest in restricted properties
  - Probate package preparation including land inventories and gathering heirship data necessary for Probate Proceedings
  - Rights protection including trespass discovery and abatement, arranging for appraisals, posting and surveying of restricted properties, and tracking of development and other activities in areas near or on native allotments and restricted townsites, informing property owners of such planned development and providing comments on such a request of property owners
  - Working on pending and approved native allotment applications, including tracking the BLM allotment adjudication process, providing applicants with updates and information on the process, and assisting applicants with advocacy, including affidavit preparation.
  - Adhere to confidentiality requirements of trust records.
  - Maintain realty files according to Bureau of Indian Affairs standards.
  - Oversee the implementation of the Native Alaskan Veterans Allotment program

## **B. TERO Officer Responsibilities**

- Monitor employer compliance with STA Tribal Employee Rights Ordinance
- Investigate individual complaints of discrimination and prepare investigative reports
- Under the direction of the Tribal Attorney, attempt to achieve information settlements of TERO complaints.
- Provide information to employers, STA staff and Tribal Citizens about TERO.

## **C. Meetings, STA Reporting, and Professional Conduct**

- Attend meetings as necessary to represent the department, including but not limited to:
  - STA all staff meetings
  - Legal staff meetings
  - Monthly Tribal Council meetings (third Wednesday of each month at 6:30 p.m.), as requested by Tribal Attorney
  - Any special Council meetings or work sessions of the Tribal Council where Realty advice/TERO updates may be sought; and
  - STA committee meetings where a committee may seek realty advice/TERO updates, notify Tribal Attorney of meetings and do any necessary follow up working with the Attorney
- Maintain a professional appearance in the community at all times
- Keep Tribal Attorney informed concerning work progress, including present and potential programs and suggestions for new or improved ways of addressing problems
- Maintain close communication with Tribal Attorney
- Prepare monthly reports of activities and other reports as assigned by the Tribal Attorney
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year
- Treat STA Council, staff, Tribal Citizens, and the public respectfully
- Perform other duties as assigned.

## **III. MINIMUM REQUIREMENTS**

### **A. Education**

- Graduation from an accredited college or University with a Bachelors degree in related field.

### **B. Experience**

- Minimum of one year in a General Civil Law office

- Experience in Realty/Real property transactions, probate, and court activities preferred.

**C. Knowledge, Skills and Abilities:**

- Excellent written and oral skills
- Knowledge of real property law and restricted Indians lands in Alaska
- Desire and ability to support and advocate for Tribal rights
- Ability to balance competing priorities to achieve goals and work under pressure
- Ability to explain complex concepts to support Tribal Citizens in the real property decision making appropriately
- Ability to maintain detailed records consistent with federal law and other best practices.

**IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

**V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

**VI. ADDITIONAL**

**A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**B. Drug- and Alcohol-Free Workplace**

This position is required to comply with the Sitka Tribe of Alaska Drug and Alcohol-Free Workplace Ordinance. This position, therefore, is subject to reasonable suspicion and follow-up drug/and or alcohol testing.