



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Realty Technician
Location: White Earth
Pay: \$22.51

Benefits: Full

Open: 05-26-25
Close: 05-30-25
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing direct support to management and the leasing program and have an oversight responsibility for projects in order to increase outcomes. To carry out responsibilities related but not limited to land use inspections, zoning site inspections, lease compliance processes, and processing applications for development permits. Duties are often carried out independently and may be relied upon to attend meetings after regular business hours.

Position Outcomes:

Provides duties outlined in workplan and as assigned by Manager.

- Ensures quality performance of records management, permits, property management, leasing, and zoning.
- Inspects grounds, facilities, and equipment routinely to determine necessity of repairs, maintenance, compliance, abandonment, uninhabitability, deconstruction, and demolitions.
- Investigates complaints, disturbances, and violations, resolves problems, and ensures compliance with leasing rules and regulations.
- Build relationships with all tenants and future tenants by acting as a liaison between the White Earth Tribe, divisional support staff, tribal support staff, tenants, etc. to assist in the administration to tenants leasing and property rules and regulations.
- Review contracts/leases/assignments with new and existing clients, making suggestions for actions and revisions as necessary.
- Completes transactions related to billing customer agencies and rents to lessors and/or clients.
- Prepare documentation required for preliminary reports pertaining but not limited to non-compliance, expenses, leases, civil regulatory, property inventory, permits, etc.
- Provides management with supervision of trust assets and tribal properties with internal and external agencies, ensuring the protection, conservation, and prudent utilization of tribal lands.
- Ensure compliance with lease specifications, regulatory requirements, and contractual terms and expertise in real estate procedures.
- Directly support management in development of goals, procedures, and program improvements.

Creates and completes reports, manages filing, and recording to ensure they meet required federal and Tribal Rules and Regulations.

- Maintain tribal land office record in a filing system, prepares letters or lease reminders and rental collections.
- Gathers and compiles related statistics, ensures accurate and complete information is contained in reports.
- Uses computerized systems to encode and retrieve client files.
- Maintains land database scanning documents and tracking active and inactive leases and assignments.
- Prepares, organizes, and maintains records to document activities, recommend action, provide reference material, and prepare technical and evidentiary reports and correspondence.

Manage and oversee operation, administration, maintenance, and improvements on leased, assigned, and other tribally owned properties.

- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Investigate complaints, disturbances, and violations, and resolve problems, ensure compliance with leasing rules and regulations.

Establishes and initiates short and long-range goals and recommendations affecting assigned division programs to conform with organizational objectives.

- Implements policies and objectives set forth by Manager as it relates to their scope of work.
- Carries out ongoing progress for established goals.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Complies with applicable local, state, federal and tribal guidelines.
- Aids staff within the Department and other staff where required to meet department goals and objectives and for compliance with codes and ordinances.
- Implements policies and objectives of the organization as they relate to their department.
- Monitors and measures ongoing progress for establishing goals.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintain good communications and working relationships with other office staff, tribal program employees, administrators, and external sources including tribal, local, state, and federal representatives.
- Prepares written proposals and correspondence necessary for communications with state, federal, and other tribal offices using minimal supervision.
- Communicates and coordinates proposed land use with zoning.
- Provides assistance to staff within department and other staff where required to meet department goals on land related goals and objectives.
- Develops and maintains positive professional relationships with Bureau of Indian Affairs, and other Agencies, and effectively communicates with these agencies in a professional manner to resolve issues or concerns of tribal members and landowners and trust lands.
- Maintains good rapport with staff, organizational employees, clients, and external sources including tribal, local, state, and federal representatives.

Other duties as assigned within the Land Department, Realty Services, and Natural Resources.

- Directly support management in development of goals, procedures, and program improvements.
- Researches and analyzes and reviews complex and conflicting problems and issues and provides findings and recommendations on problems/issues affecting land uses.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of the White Earth Reservation Demographics, culture, history, lifestyles, land issues and boundaries and the historical outcomes.
- Knowledge of contracts, tenant leasing and recording procedures
- Knowledge of billing practices
- Knowledge of realty, tribal land development, tribal land historical outcomes and the various functions of Land and other Natural Resource Departments
- Knowledge of the various principles, practices, procedures, codes, ordinances, land use, techniques, laws, and regulations pertaining to property management, tribal lands, and public policy.
- Knowledge of Tribal Government, Bureau of Indian affairs, state and federal policies, rules, regulations, and statutes.
- Knowledge of effective public, business, and community relation techniques.
- Knowledge of leasing, deeds, easements, appraisals, right-of-way, service line agreements and other realty related documents.
- Knowledge and the ability to read and write plat, maps, surveys, building plans and legal descriptions.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook), ArcGIS pro, and Laserfiche.
- Ability to reason and use good and uniform judgement.
- Ability to read, analyze and interpret the U.S. Code of Federal Regulations 25 (Indians)
- Ability to conduct in-depth research for lengthy periods of time, reviewing land documentation.
- Ability to communicate both oral and written.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports, and keep files current.
- Knowledge and ability to follow and apply the policies, and procedure of the White Earth Tribal RBC and Natural Resources Division.
- Skilled in customer service and human relations to interact and work with various internal and external customers, various agencies and tribal departments with tact and diplomacy.
- Ability to organize work efficiently, be flexible with a strong work ethic, ability to multi-task and work independently, sometimes working odd hours of the day.
- Ability to travel to meetings, land/site reviews and other functions on behalf of White Earth.

Qualifications:

- High School Diploma or GED and one (1) year experience in college or technical training, in land use planning, real estate appraisal, real estate management, sales or related field; or equivalent combination of education and experience.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications: www.whiteearth.com

EEO with Native American Preference

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.
Background Checks performed*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343