

## Sisseton Wahpeton Oyate

### Job Description

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**Job Title:** Compliance Officer/Range Technician

**Reports to:** Realty Manager

**Summary:**

The Realty Compliance Officer/Range Technician will make field inspections of trust land that is under the jurisdiction of Sisseton-Wahpeton Oyate. Implementation, enforcement, regulations (CFR 25) and Tribal Land Use Policies will be followed and upheld to ensure land lease management services are fulfilled.

**Duties and Responsibilities:**

- Responsible for field inspections of all lessee's and documenting inspections and any violations through report writing, photos, etc., and placed in lessee file.
- Will notify the lessee of any violations of the lease contract and recommend to the Realty Manager as to what corrective measures need to be taken and what fines need to be assessed.
- Will assist with the determination of lease rental rates by setting a value based upon soil type (crop/hay/pasture) and proposed use of the land.
- Assists with and completing BIA Rental Reviews and Reporting Process.
- Assist with the preparation of and identify what projects are needed for Land Management Improvement.
- Assist and identify any land locations for home sites and programs such as CRP, Honey Bee, Native Grass, etc.
- Will maintain both electronic and paper copies of land use leases, home site leases, use permits, and right-of-ways.
- Assists program or clients with reading, writing, describing and mapping legal descriptions for agricultural leases, home-site leases, boundary disputes and land acquisitions.
- Assists acquisition staff in land or property inspections and purchases.
- Assist with domesticated livestock capture and containment.
- Assist with Tribal Realty meetings involving the BIA, Tribal Council, RPC, THPO and the Planning Department by preparing reports and documents for meetings.
- Assists with coordinating land surveys on Fee and Trust lands for land disputes or land improvements.
- Assist and/or provide requested support services to the Department such as scheduling maintenance checks and services on Tribal Realty vehicles and equipment. Identify required equipment for program operations by working with vendors for item description and request for quotes.

**Qualifications:**

- Practical Knowledge of range management, principle, practices and terminology.
- Understands policies and procedures relating to trust assets of the Sisseton Wahpeton Oyate.
- Reads and interprets maps of definite location, plats, and surveys and has a basic knowledge of Indian Trust Land Boundary Descriptions and other information.
- Uses skills and knowledge of Realty Policies to track and document levels of compliance to prevent misuse of the land.
- Communicates and works with clients to assess their needs; provides accurate information or assistance and addresses problems; and is committed to providing quality service.
- Stores, organizes and maintains multiple formats for storing data as to land use, lessees, and ownership in a usable condition, assures information is readily available and can disseminate information effectively and accurately.
- Demonstrates understanding, tact and empathy for others; develops and maintains effective relationships; relates well to people in a variety of situation; appreciates cultural diversity, race, gender, disabilities and other individual difference; works at knowing employees to build a trust between employees and management.
- Must be knowledgeable and compliant of the THPO and OEP Codes and sensitive issues on Trust Lands
- Manages and resolves conflicts, grievances, confrontations or disagreements in a constructive manner to facilitate a positive outcome.
- Completes other duties as assigned by Realty Manager.
- Ability to write reports and draft correspondence for Manager's review
- Must possess State valid driver's license and able to obtain Tribal license.
- Applicant must be a self-starter and must be able to perform duties with little or no supervision.

**Education Requirements:**

- High School Diploma/GED or preferred Realty experience
- 2 year degree in Natural Resources or Agricultural or experience in related field

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Approved by

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Date