Sisseton-Wahpeton Oyate

Job Description

Job Title:  Land Acquisition/Data Entry/Deeds Clerk
Reports to:  Land Acquisition Specialist Supervisor
Status:  Non-Exempt
Background Check:  Category 3 Public Trust

SUMMARY:

- The position is located in the Tribal Realty Department. This position provides assistance to land owners, other realty staff and the public on land acquisitions, land purchases, land exchanges, partitions and Fee to Trust Transaction for the Sisseton-Wahpeton Oyate.
- This position will be under the direct supervision of the Land Acquisition Specialist.

DUTIES AND RESPONSIBILITIES:

- Review all land transaction to provide assistance in the processing of Fee-to-Trust acquisitions, gift deeds, fee patents, trust patents, partitions, deeds, correction deeds, affidavits and other request.
- Research the legal status of all trust lands on the Lake Traverse Reservation, ownership interest, description of right-of-ways and easements for each parcel of subject property being reviewed for purchase. Examine legal documents for the purpose of ascertaining ownership interest. Obtain TAAMS (Trust Asset Accounting Management System) access for research and processing of land purchases, sales and exchanges.
- Prepare land proposals for the legal review of potential land purchases.
- Responsible for establishing and organizing the office land acquisition files and /or any other files that relates to the work of the branch in land acquisition. Maintain files according to established internal guidelines, office policy and Privacy Act. Files new material and removes old materials and files the material in the appropriate location. Responsible for entering all leases, home site lease, use permits information into the Realty’s Tribal VUE program system. Update and Upload land maps and lease payments. Assists in posting the lease/home site documents, lessee documents to the appropriate care files.
- The employee communicates with land owners on the processes of land sales, land exchanges and land purchases following P.L. 93-491 and 25 CFR (Indians).
- Uses own initiative in preparing letters to clients explaining the process of a land sale or any other questions the clients may have about Tribal realty’s role.
• The employee will work with the BIA on the Tribe’s request to partition lands in which the Tribe holds majority interests and is justified as to why the partition and not out-right purchase of the other owners cannot be accomplished following P.L. 98- 513.
• Works with lease compliance officer or BIA lease compliance personnel on the survey lines on a partition request, making sure the remaining owners have adequate access to their partitioned parcel. May involve GIS department also.
• Prepares Warranty Deeds on Fee land transaction of the Tribe when the Tribe wants to sell off those Fee lands or buildings.
• Receives legal instruments for recording, determines the accuracy and record ability of instrument, determines and collects proper recording fees. Check accuracy and completeness of incoming instruments, point out discrepancies to the Register of Deeds, or the filer, if a walk-in. This includes complete legal descriptions, complete acknowledgements, and correct recording fees. Work on back imaging and scanning into the Tribal Vue Database system.
• Compiles and maintains Sisseton-Wahpeton tribally owned land inventory and includes acquisition date, value, and use. Prepare Land Purchasing reports for Audit Review.
• As directed by the Land Acquisition Supervisor prepares reports and documents for meetings with BIA, RPC, THPO, Tribal Council and General Council. This will require assistance from other areas such as leasing data, home site data and lease compliance data besides land transaction data.
• Assist with duties in different areas of the Tribal Realty Department, such as the leasing area when asked. Assist with duties with the home site leasing area on sale of home site lands. Assists the Realty Manager in resolving problems arising on Tribal Lands by researching the issue.

QUALIFICATION REQUIREMENTS:

• Customer service skills and the ability to communicate directly and diplomatically with the clientele, co-workers and general public.
• Able to pay attention to detail.
• General Knowledge of 25 CFR (Indians) parts 2, 151, 152, 162 and the Tribe’s Public Laws.
• Has the ability to set up a filing system that is easy to follow and able to find files readily.

EDUCATION and/or EXPERIENCE

• High School Diploma or GED.
• Some BIA or other realty related experience.
• Good written and verbal communications skills. Ability in presenting reports and training others.
• Computer proficiency in Word and Excel.
• Ability to organize and maintain a filing system within the department.

Approved [Signature] Date 11/11/2022

Land Acquisition/Data Entry/Deeds Clerk