Job Announcement

Title: Allotment Research Clerk
Status: Regular full-time (40 hours per week)
Location: Bemidji, MN
Pay: $13.32/hour base; full fringe benefits
Deadline: Open Until Filled

PRIMARY FUNCTION

The Allotment Research Clerk is responsible for conducting research and reconciling ownership on allotments for probates, timber sales, inquiries by heirs, and Realty related matters by providing clerical services for the Branch of Realty.

DUTIES AND RESPONSIBILITIES

1. Research Allotment files by obtaining Title Status Reports (TSR’s), conducting extensive independent research in the review of the allotments, TSR’s and Heirship shares and by identifying Tribal/IIM enrollment numbers.
2. Work with Realty Branch, Tribal Operations, and Reservation personnel to obtain information about allotments.
3. Confirm the addresses and shares of the designated heirs and prepare a list of addresses/IIM numbers for each allotment.
4. Prepare and mail out OTFM forms, photocopy and assemble packets, and mail out to heirs.
5. Perform other assigned duties pertaining to allotments.
6. Provide a variety of support in assisting the Realty Branch.
7. Serve as the Clerk-typist for the Realty Branch.
8. Answer the telephone, greet and assist visitors, and prepare a wide variety of correspondence and forms which may include travel authorizations.
9. Prepare, maintain, and dispose of files and other correspondence of a general nature.
10. Other duties as assigned by supervisor.

KNOWLEDGE AND EXPERIENCE

1. High School Diploma or G.E.D.
2. Demonstrated knowledge of computers, various computer programs, applications and other standard office machines.
3. Demonstrated communicative skills, which will enable incumbent to effectively interact with Forestry staff, Tribal representatives, Allottees, and the general public.
4. Ability to read and map legal land survey descriptions.
5. Knowledge of and proficiency with clerical procedures used in an office.
SUPERVISORY CONTROLS

Incumbent works under the general supervision of the Agency Realty Officer and receives specific technical guidance from other clerks as well as the Realty Officer. Incumbent demonstrates a broad degree of individual initiative and independent research in accomplishing assigned duties. Guidance and instructions are provided on new and complex issues. Work is spot-checked for regulatory compliance.

GUIDELINES

Guides for administrative requirements include Federal regulations, Bureau regulations and manuals. Incumbent is provided guidance and uses initiative and judgment in the selection and adoption of applicable guides as the situation warrants. Incumbent must be familiar with Branch Procedures associated with these transactions and should be referred to the Realty Officer if unusual situations which do not have clear precedents occur.

COMPLEXITY

Assistance and inter-relationship of a variety of Realty and Forestry programs will require a basic knowledge of functional responsibilities. Most administrative support systems will require an extensive number of steps and processes from initiation to finalization.

SCOPE AND EFFECT

Timeliness of work accomplished affects the accuracy and effectiveness of the Branch program accomplishments within the Bureau. The work facilitates the work of others in the immediate organization.

PERSONAL CONTACTS

Personal contacts are made with other employees of the Realty Branch, other BIA personnel, Tribal employees, Allottee's heirs, and the general public.

PHYSICAL DEMANDS

Work performed is primarily sedentary but may require some movement around the office to fulfill the duties of this position.

WORK ENVIRONMENT

Work is performed in an office setting at the Bureau of Indian Affairs, Minnesota Agency, Realty Branch, in Bemidji, Minnesota.

Application for Employment can be found at www.mnchippewatribe.org

Send application and/or resume and list of professional references to:

Joel D. Smith, Director of Administration. The Minnesota Chippewa Tribe
P.O. Box 217, Cass Lake, MN 56633
EEO-American Indian Preference