



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Title Plant Manager

SALARY: \$43,700.80 annually, less 5% step during probation

REPORTS TO: Land, Property & Management Department Director

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position works with a high level of independence and accountability for managing Title Services, including the direction of the day-to-day supervision of all title examining work performed in the Land Titles and Records Office. Duties include: Effective personnel management, supervising audits, abstracting and examination of titles; implements corrective action when title examination discloses conflicting chains of title, duplication of allotments, dual allotments and when defective deeds or patents are discovered. Supervises preparation of title status reports. Provides guidance and oversight of the legal instruments examiner in technical and professional areas. The incumbent of this position acts as the advisor to the Land and Title Records Office on legal matters, and instructs employees of the Land Titles and Records Office on legal matters, principles and procedures encountered.

MINIMUM QUALIFICATIONS:

- Master's Degree with an emphasis in Real Estate or a closely disciplined field; **AND** Twenty-four (24) months of progressively responsible work experience demonstrating the day-to-day supervision of all title examining work performed in the Land Titles and Records field. OR
- Bachelor's Degree with an emphasis in Real Estate or a closely disciplined field; **AND** Forty-eight (48) months of progressively responsible work experience demonstrating the day-to-day supervision of all title examining work performed in the Land Titles and Records field.
- Ability to acquire security clearance to access all Federal Trust Systems, (i.e., IRMS, TAAMS, TFAS, and future trust systems needed to distribute trust funds).
- Must successfully clear a Federal Security Clearance.
- Must be able to clear pre-employment and random drug test
- Must possess a valid State Driver's License and be eligible for the Tribe's vehicle insurance.

(Knowledge, Skills, and Abilities):

- Knowledge of audit process requirements for land records.
- Experience that demonstrates knowledge of procedures, regulations, and policies regarding Indian land records.
- Knowledge of Federal Statutes, DOI and BIA regulations governing Indian trust ownership.
- Knowledge of land title law to enable the incumbent to examine the most complex Indian land titles.
- Experience that demonstrates knowledge of sound management principles and practices.
- Ability to analyze the data processing system being implemented in the BIA Regional Land Titles and Records Office.
- Ability to establish planning strategies, goals and objectives, forecast probable program changes, and adjust operations within the scope of authority.
- Advanced level of knowledge of personnel management including effective supervision, workflow analysis and assignments, performance reviews, disciplinary action, monitoring.
- Demonstrated ability to communicate both verbally and in written format in order to respond to public and agency inquiries, often using legal terminology regarding Indian land records.
- Technical ability to abstract, research and document transactions affecting Indian lands in order to prepare Title Status Reports accurately and within deadlines

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open until filled**, however for first review consideration, applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m. Friday, May 29, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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