

## **KAWERAK POSITION DESCRIPTION**

DIVISION:	Natural Resources
JOB TITLE:	Land Management Specialist II
POSITION STATUS:	Regular Full Time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	12-13-14
REPORTS TO:	Land Management Services Director

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Responsible for drafting bid announcements, for sales, leases, easements, right-of-way, mortgages, permits and contract documents; including deeds, removal of restrictions, memorandum of agreement for final approval.
2. Responsible for ensuring compliance with Federal Code of Regulations, which impact department services.
3. Conducts field investigations for all restricted land transactions. Resolve trespass cases.
4. Responsible for research and field investigations for various legal matters on claims against third parties for damage to or wrongful use or taking restricted lands.
5. Gathers witness statements and ensures all supportive documents are filed in a timely manner.
6. Provides assistance to Native residents of the Bering Straits region in matters regarding Native Allotments or Restricted Townsite Lots.
7. Assist in implementing the Forest and Fire Management plan for Native Allotments in the Bering Straits Region.
8. Create and update GIS mapping, spread- sheets, and use of large data files for land management purposes.
9. Other duties as assigned by the Kawerak Land Management Services Director.

### **QUALIFICATIONS:**

1. Bachelor's Degree in Rural Development or related field or four years of responsible work experience in the field.
2. Must possess strong oral and written communication skills and organizational skills.
3. Must possess basic knowledge of cartography; including reading survey plats, master title plats, writing/reading legal descriptions and relating real world features to topographic maps, as needed, for field work.
4. Knowledge of computer mapping: Arc View, and basic aerial photo interpretation preferred.
5. Knowledge of Bering Straits Region preferred.
6. Must pass criminal history background check.
7. Must be willing and able to travel.

**Native Preference per Public Law 93-638**

**(Approved 7-12-12)**