

KAWERAK POSITION DESCRIPTION

DIVISION:	Natural Resources
JOB TITLE:	Probate 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. Prepares and submits probate packages regarding restricted property according to Code of Federal Regulations (CFR) requirements.
2. Conducts research and gathers family history data, vital records, and legal documents for the Administrative Law Judge.
3. Prepares and completes affidavits that document efforts to locate missing contact information for potential heirs, and the efforts made to obtain any missing documents, as necessary.
4. Works directly with the BIA Office in Anchorage on clearing all probates on record for the Bering Strait region.
5. Works closely with the Federal Judge's Office in New Mexico to ensure all probate case requirements are met, and that any discrepancies are addressed and cleared, so that the Judge can enter a Decision regarding the property.
6. Records Restricted Deeds and updates land ownership cards, Native Allotment files, and Restricted Townsite Lots and Computer file records.
7. Provides assistance to Native residents of the Bering Straits region in matters regarding Native Allotments or Restricted Townsite Lots.
8. Provides outreach to encourage owners of restricted property to draft a Will. Advise clients as appropriate.
9. Works closely with the Probate Specialist I, and assists as needed with technical advice on probate issues.
10. Provide leadership, training and cross training with probate staff and to new probate specialists as needed.
11. Other duties as assigned by the Kawerak Land Management Services Director.

QUALIFICATIONS:

1. Bachelor's Degree in Rural Development or 4 years of responsible work experience in the field. Experience in gathering Federal Probate data, and in applying state statutes or federal codes related to Land Management Services Probate cases preferred.
2. Two years of supervisor or management work experience preferred.
3. Must possess strong research, writing, organizational, and oral communication skills.
4. Ability to work effectively with people from a variety of backgrounds.
5. Must be dependable, self motivated, and able to work with minimal supervision.
6. Must possess basic computer knowledge and skills in Internet usage, Word, Excel, powerpoint and Windows.
7. Knowledge of Bering Straits Region Preferred.
8. Must be willing and able to travel.
9. Must pass a criminal history background check.

Native Preference per Public Law 93-638.

(Approved 4-4-17)