



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota
58335
britneyr@spiritlekenation.com

Job Title:	Realty Compliance Officer	Open Date	May 2, 2024
Program:	Tribal Realty	Close Date	May 16, 2024

Position Objective: The Realty Compliance Officer will make field inspections of trust/fee lands that are owned by the Spirit Lake Tribe. 25 CFR Part 162, Leases and Permits, and Part 166, Grazing and other applicable 25 CFR Parts applicable to agricultural land use will be followed to ensure the land preservation is being upheld and that lessee's are in compliance with the lease agreements.

Major Duties & Responsibilities

- Responsible for field inspections of all lessee's and documenting these inspections through report writing, photos, etc.
- Any and all violations will be documented and placed in the lessee file and a copy to the Realty Officer.
- Will notify the lessee of any violations of the lease contract and recommend to the Realty Officer as to what corrective measures need to be taken and what fines need to be assessed.
- Assists with the preparation of what projects are needed for Land Management Improvement.
- To assist in identifying lands available for programs such as CRP, Wetland, EQIP, CDP, Native Grass, etc.
- Responsible for conducting compliance inspections to determine the lessee of record is in compliance with the Plan of Conservation Operations, lease stipulations.
- Responsible for providing monthly reports to the Tribal Realty Officer regarding ongoing activities.
- Responsible for recommending management changes for improvement needed in order to ensure optimum use of agriculture leases.
- Responsible for conducting field inspections to determine cropland acreage use, hay and pasture land use.
- Responsible for providing technical assistance to lessees in developing management plans for agricultural leases.
- Will maintain both electronic and paper copies of all inspections of home site leases, leases, use permits and rights of ways.
- Responsible for spraying all tribal CRP acreage.
- Must pass test to be certified to use chemical for spraying.

Minimum Qualifications, experience, and education required:

- High School Diploma or GED
- Associate degree or 2 years' experience in related field such as land management or forestry.
- Practical knowledge of range management, principle, practices, and terminology.
- Must have one (1) year documented experience in providing technical guidance in rangeland management or soil and natural resource conservation.
- Reads and interprets maps of definite locations, plats, surveys, and have a basic knowledge of Indian Trust Land Boundary Descriptions and other information.

- Uses skills and knowledge or Realty Policies to tract and document levels of compliance to prevent misuse of the land.
- Possess working knowledge of Microsoft Computer Applications and Geographic Information Systems (GIS) or similar programs.
- Must possess ability to conduct field work and technical functions of the program.
- Communicates and works with clients to assess their needs; provides accurate information or assistance and addresses problems; and manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to facilitate a positive outcome.
- Must possess ability to prioritize assigned tasks and projects.
- Stores, organizes and maintains multiple formats for storing data as to land use, lessees, and ownership in usable conditions, assures information is readily available, and can disseminate information effectively and accurately.
- The Realty Compliance Officer will handle any other duties as specified by Realty Manager.
- Must possess and maintain a valid state driver's license to operate a tribal owned or government leased vehicle and deemed insurable under the Tribe's vehicle policy.
- Must pass a background check and drug testing.

Job Role:	Compliance Officer	Department	SLT – Realty
Status	Full-time	Supervision	Tribal Realty Director
GRADE:	12	Manages Others:	No
Number of Vacancies:	One	Exempt/ Non-exempt	Non-exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		