



**Pride of the Ojibwe  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 Fax (715) 634-4797 HR Fax (715) 699-1209**

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## **Job Announcement**

**Posting Date:** November 20, 2023  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable (DOQ)  
**Location:** Realty Office  
**Supervision:** Executive Director  
**Department:** Division of Land Management (DOLM)  
**Administration:** Tribal Governing Board Personnel Policies and Procedures

### **Position Summary:**

The Lac Courte Oreilles Division of Land Management Program provides a wide array of real estate services to the Tribe and LCO membership. The Realty Officer II position will be responsible for providing services that include HEARTH ACT residential and commercial leasing of Tribal lands, Fee and Trust land Acquisition, Permit Development (easements/right-of-way) and other administrative support.

### **Qualifications:**

1. Mature Adult. Tribal Preference applies.
2. Four-year undergraduate degree in business, accounting and marketing preferred.
3. In lieu of a degree, applicants must have at least three years training in business and accounting, plus four years' experience in fiscal management of a Tribal Government, inter-government organization or American Indian Program.
4. Must be able to communicate effectively, both verbally and in writing.
5. Must have a valid driver's license and reliable transportation.
6. Must be willing to communicate with the public, government officials, and business personnel on a professional basis.
7. Must be dependable, reliable, and able to work independently.

**LCO Tribal Government  
Human Resource Dept  
Realty Officer**

8. Must adhere to strict confidentiality in all departmental matters and must be willing to sign a Confidentiality Statement upon hire.
9. Must have understanding and precious experience in fiscal planning, contracting services, program operations, policy development and implementation, budget controls and administration.
10. Must be knowledgeable with reading land descriptions, maps and familiar with NEPA (National Environmental Protection Agency).

**Duties and Responsibilities:**

1. Develop and Maintain real property records in compliance with the overall real property management policies and procedures.
2. Prepare reports and required narratives required by the funding agency or the Tribal Governing
3. Responsible for sending out invoices to lessees regarding annual lease payments.
4. Responsible for paying real estate taxed owed by the Tribe on Fee Lands.
5. Lease application processing
6. Land purchases
7. NEPA Compliance
8. Site Delineations
9. Easement requests
10. Lease Invoices, Receipt of Payments
11. Land Gift Conveyances
12. Land Lease Modifications
13. Forestry Projects
14. General information to Tribal and Non-Tribal inquires in relations to Tribal, Allotted and Fee Simple Land
15. Trespass Issues
16. Indian Health Services Sewer & Water Projects
17. Maintain real property records in compliance with the overall real property management policies and procedures.
18. Assist in the preparation of future land acquisitions and/or proposals on behalf of the Tribe.
19. Other fiscal and administrative tasks that may be assigned by the Realty Director, DOLM Executive Director or LCO Tribal Governing Board.

**Application Procedure:**

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. A resume should be typewritten, indicating personal information related to the position for which the applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**LCO Tribal Government  
Human Resource Dept  
Realty Officer**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
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***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***