

# SITKA TRIBE OF ALASKA

## Job description

JOB TITLE: **Legal Director/Realty Officer**

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Exempt:	Yes	Salary:	55,000-60,000
Shift:	8 a.m. – 4:30 p.m. M-F	Department:	Legal
Supervisor:	General Manager	Prepared by:	General Manager
Approved by:	General Manager	Date:	March 6, 2019

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### I. SUMMARY

The Legal Director/Realty Officer is responsible for serving as the Legal Director of the Legal Department and providing services as the Realty Officer. This position supervises legal staff, oversees the budget, and works with the Tribal Attorney on all legal issues the Tribe is involved in with the eventual goal of being the Tribal Attorney.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES

#### A. Realty Program Responsibilities

Operate STA's realty program. This entails working with restricted property owners under Bureau of Indian Affairs regulations regarding:

- Realty transactions including sales, gift deeds, rights of way, partitions, leases and permits of restricted properties;
- Coordinating appraisals, surveys, archaeology, and NEPA requirements for transactions and activities;
- Last Will & Testament preparation for tribal citizens with interest in restricted properties;
- Probate package preparation including land inventories and gathering heirship data necessary for Probate Proceedings;
- Rights protection including trespass discovery and abatement, arranging for appraisals, posting and surveying of restricted properties, and tracking of development and other activities in areas near or on native allotments and restricted townsites, informing property owners of such planned development and providing comments on such at request of property owners; and
- Working on pending and approved native allotment applications, including tracking the BLM allotment adjudication process, providing applicants with updates and information on the process and assisting applicants with advocacy including affidavit preparation.
- Adhere to confidential requirements of trust records.
- Maintain realty files according to Bureau of Indian Affairs' standards.

#### B. Tribal Court Responsibilities

- Work with Chief Judge and Associate Judge and provide advice as requested.
- Ensure staff assigned to Tribal Court are completing the work necessary to maintain appropriate records and helping the judge prepare any necessary orders, notices etc.

#### C. Committee Responsibilities

- Monitor legislative affairs of the U.S. Congress and court decisions that may affect Sitka Tribe and/or Alaska Tribes.
- Responsible for providing staff support/coordinating the Governance Committee by drafting agendas, minutes, forward recommendations from the Committees to the Council in a timely manner.

#### D. Legal Director Responsibilities

- Oversee Budgets for the department, approve all expenditures
- Supervise Tribal Court and other legal staff this includes addressing problems, concerns, work load, priorities, weekly assignments/duties, To Do lists, etc.
- Ensuring that the STA Handbook and other policies and procedures are followed
- Attend meetings as necessary to represent department, including but not limited to:
  - Department director meetings
  - Legal staff meetings
  - Individual meetings with General Manager to update on activities;
  - Monthly Tribal Council meetings (third Wednesday of each month at 6:30 p.m.)

- Any special Council meetings or work sessions of the Tribal Council where legal advice may be sought; and
- STA committee meetings where a committee may seek legal advice, notify Tribal Attorney of meetings and do any necessary follow up working with the Attorney
- Prepare written monthly reports of activities to the General Manager for inclusion in the Tribal Council meeting packet. Receive, review/edit, and route monthly report from Legal staff to the Executive Assistant for inclusion in the Council's monthly meeting packet
- Attend STA all-staff meetings and events
- Maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, and the general public
- Maintain a professional appearance in the community at all times
- Travel on behalf of STA as requested and/or necessary
- Other duties as assigned

### **III. MINIMUM REQUIREMENTS**

#### **Education and Licenses**

- A. Juris Doctorate degree from an accredited law school
- B. License to practice law from Alaska State Bar Association or obtain within 12 months of hire

#### **Knowledge, Skills and Abilities**

- A. Excellent written and oral skills
- B. Desire and ability to support and advocate for Tribal rights
- C. Ability to balance competing priorities to achieve goals and work under pressure

#### **Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

#### **Drug and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug/alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

### **IV. PREFERRED KNOWLEDGE**

Understanding of the Native Community in Sitka; understanding of natural/cultural resource protection enhancement and development; ability to assist on promotion of Tribal Economic Development; knowledge of personnel law; and knowledge of Tribal trust responsibilities.

### **V. NATIVE PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.