



Colorado River Indian Tribes

Lease Specialist

Job description:

NOTICE

All CRIT job vacancies have a TWO-PART application process. Submission of your resume on Indeed is STEP ONE. You will receive a confirmation email in the following days after submission to your INDEED EMAIL ADDRESS. That email attachment contains the application of the Colorado River Indian Tribes. THIS IS STEP TWO. You will need to fill it out in its entirety, please list ALL JOBS applied for on Indeed and return via email to the same address. Please be sure your application is signed and all fields are complete. Any questions, please call 928-669-1320.

POSITION PURPOSE:

The Office of the Attorney General provides legal representation to the Colorado River Indian Tribes, its Tribal Council, departments, and enterprises. The core responsibilities of the Lease Specialist are related to all leases and permits issued within the portion of the Colorado River Indian Reservation located within Riverside County, California, and examination of all residential, commercial, and agricultural Leases for completion and compliance.

PERFORMANCE EXPECTATIONS:

In performance of their respective tasks and duties all employees of Colorado River Indian Tribes are expected to conform to the following:

- Display respect and understanding of Colorado River Indian Tribes traditions and values.
- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities, and educational programs.
- Comply with Colorado River Indian Tribes policies and procedures.
- Know, understand and follow all tribal preference and Indian preference policies.

ESSENTIAL COMPETENCIES AND RESPONSIBILITIES:

- Prepare and maintain lease and permit records;
- Prepare negotiation and litigation files;
- Participate in litigation, including providing testimony;
- Maintain permit and lease payment records;
- Enter and retrieve permit and lease data into the Trust Asset and Accounting Management System;
- Develop and implement internal policies and procedures to ensure more effective monitoring of permits and leases; and
- Develop and implement, through coordination with Realty, internal policies and procedures to ensure more effective monitoring of permits and leases.

- Examination of documents associated with Commercial, Agricultural, Land Use, Sign, and Residential Leases for compliance with lease provisions and federal and tribal law.
- Review incoming leases, renewals, amendments and other documents for completeness and accuracy.
- Coordinate With Accounting staff to ensure appraisals, lease rates, and other terms are up to date.
- Coordinate with Realty staff to ensure all lessees receive proper and timely notice of all scheduled lease rental increases or lease revisions.
- Create a complete electronic filing system for all executed lease documents and subsequent modifications.
- Other duties as assigned.

Minimum-Experience:

- Experience working closely with attorneys and other legal professionals.
- Significant experience managing residential property with a substantial number of leases.
- Consistent work history and excellent references.

Minimum Education:

- Bachelor's Degree preferred.
- High School Diploma or equivalent GED.

Licenses:

- Current valid state issued driver's license is required for employment

Mandatory Knowledge, Skills. Abilities (KSA's) and Other Qualifications:

- Must have a working knowledge of computers, with ability to use Microsoft Word, Excel and Outlook
- Must have exceptional writing and communication skills.
- Must have strong organizational skills to meet deadlines, work independently and plan for future projects.
- Must be able to maintain confidentiality at all times, dependable and punctual.
- Must pass a background check for purposes of accessing and utilizing the Bureau of Indian Affairs Trust Asset and Accounting Management Systems (TAAMS).

Work environment

The Office is a diverse and dynamic high pace working environment. Work hours often extend beyond the 8-hour work day. Some overnight travel is required from time to time.

Physical demands:

- Some work outdoors.
- Physically able to perform duties as assigned.
- Occasionally work extended shifts as assigned.
- Must have ability to speak clearly so listeners can understand.
- Must pass a pre-employment drug screen.

Mental demands:

- Must have ability to work with people in conflict situations.
- Position requires a large amount of time reading, writing, formulating arguments, and problem solving.
- Must have ability to understand the speech of another person.

- Must have ability to manage multiple tasks, interact with a wide variety of people on various and at times, complicated issues.
- Must have ability to work well with others in sometimes stressful, high-volume work environment.