

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Lease Specialist  
**Department:** Mashkiiziibii Natural Resources  
**Hourly Rate:** Up to \$21.00 (DOQ)  
**Full Time:** 40hrs/week  
**Exempt:** No/Hourly  
**Supervisor:** Land Office Manager



*Posting Date: In-House*

*Opens: January 25, 2023*

*Closes: January 31, 2023, at 4:30 p.m.*

**Posting Date: Public**

**Opens: March 9, 2023**

**Closes: April 5, 2023, at 4:30 p.m.**

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## **Summary**

The Lease Specialist will support core lease goals and procedures in the Ogimaa Aki Wigamig (Land Office). The Land Office is responsible for implementing activities, policies, procedures, and ordinances that support Tribal goals and the strategic plan. The Lease Specialist will manage all aspects of residential leases.

## **Essential Duties and Responsibilities**

- Assisting tribal members with residential lease applications;
- Updating the residential lease spreadsheet to track status of applications;
- Responding to tribal members' inquiries on the status of their applications;
- Assisting with processing lease applications in accordance with Tribal policies and procedures, such as Bad River Code Chapter 403 – Tribal Leases and with BIA processes;
- Initiating the Natural Resources Department's Project Review Process for new lease sites or new leases and assisting with this process for new earth-disturbing activities at existing lease sites;
- Preparing agenda item packets for Supervisor and Tribal Council as needed to process lease applications or other lease actions assigned by Supervisor;
- Maintaining accurate residential lease records and file;
- Assisting Land Office Manager with DOI approval of Tribal Hearth Compliant Lease Ordinance and building the capacity to implement this ordinance once DOI approval is received, including developing tools, securing funding, and conducting engagement;
- Meeting with Supervisor routinely and preparing monthly reports to communicate progress made on assignments and to discuss issues or concerns that may arise;
- Assisting Land Office Manager with the Fee to Trust application process for priority parcels, such as fee parcels within the Kakagon Sloughs complex;
- Performing other duties as assigned by the direct supervisor and/or Natural Resources Director. Other duties as assigned.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

### **Required:**

- High school diploma or its equivalent. Associate degree or above in Realty or a related field is preferred.
- Experience: One year of professional experience working in Real Estate or Land Office.
- Any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

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

- Working knowledge of Microsoft Office, including Excel and Word.
- Demonstrate excellent customer service with clients to assess their needs, provides accurate information or assistance and address problems.
- Ability to learn GPS and GIS skills.
- Must possess excellent oral and written skills.
- Demonstrate strong project management and organizational skills.
- Ability to learn about all aspects of land issues including reading, writing and finding legal descriptions.
- Ability to develop technical documentation.
- Ability to communicate effectively in formal and informal settings.
- Ability to work independently and collaboratively in a team environment.
- Above average critical thinking and problem-solving skills
- Analytical skills: able to synthesize complex and diverse information

## **Other Skills and Abilities**

This is a preferred driver position. You must meet tribal driver's eligibility for insurance at all times.

## **Background Check**

This position is contingent on the required ability to pass a background check.

## **Physical Demands**

- The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be physical able to perform all job duties. Walking, standing, bending, stooping and occasional lifting up to 25lbs and/or carrying for short distances. Outdoor work required – ability to physically mark lease plots for MNRD Preliminary Project Reviews (I.e., walking through woods)

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

### **Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)