



# Cow Creek Government Office

## Real-Estate Services Coordinator

Job Code: 1815  
Department: Natural Resources  
Location: Roseburg, OR.  
Minimum Hourly: \$22.22

### POSITION PURPOSE:

The Real Estate Services Coordinator is responsible for coordinating activities that promote or facilitate access in and to Tribal lands including working with neighboring landowners, and maintaining positive relationships within the Tribe, industry, and community. The Real Estate Services Coordinator will also provide direct support to the Director of Real Estate Services by assisting with the management and tracking of tribal properties and assets and assisting with various Tribal and federal transportation related programs and services. This position will work with other Tribal entities as part of an integrated team.

### ESSENTIAL FUNCTIONS:

- Assist in daily operational administration of O&C Reciprocal Right-of-Way Agreements and valid existing rights conveyed through the Western Oregon Tribal Fairness Act (WOTFA).
- Manage any acquired Reciprocal Right-of-Way Agreements in which Tribe is acting as Permittee.
- Support the Tribe's Forestry Department with access needs, including attending Forestry Staff meetings, providing haul routes and haul fee estimates based on long-term planning, and general correspondence with neighboring landowners.
- Manage and maintain road inventory, history, and filing system.
- Assist with BIA Tribal Transportation Program, including inventory, improvement plans, and long-range planning for funding and projects.
- Roads Inventory Field Management System (RIFDS) input and data management to support the BIA TTP Program.
- Assist with creating and managing road inventory database and GIS layers including but not limited to road status records, road specifications, condition assessments, and easement tracking.
- Assist with daily access needs for all business functions, including verifying legal rights, gates/locks/keys, notifications, permissions, etc.
- Assist with Trust Accounting Asset Management System (TAAMS) for Timber Sale Contracts.
- Assist with the completion of all Fee-To-Trust transfers and communication changes across the organization.
- Support all departments by doing due diligence for land acquisitions and maintain organized digital property files.

- Assist with creating and managing land inventory database and GIS layers including but not limited to land use designations, survey lines and points, easements, etc.
- Support other Lands & Resource projects as needed.

#### QUALIFICATIONS:

- Bachelor's degree or related experience.
- Demonstrable experience working on detailed records within GIS and MS Access.
- Proficiency with Microsoft Suite including Word, Outlook, Access, and Excel.
- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Must have the ability to read legal land descriptions.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Must have the ability to read legal land descriptions.
- Ability to perform detailed work with a high degree of accuracy on multiple, concurrent tasks with frequent interruptions and work under changing deadlines.
- Ability to use tact, discretion, and courtesy in dealing with the Tribal membership, public, and others encountered in the course of the work.
- Ability to follow instructions; responds to management direction and adapt to frequent changes, delays, and unexpected events.
- Able to learn and follow complex written policies, procedures and compliance guidelines.