



Cow Creek Government Office

Real Estate Services Coordinator

Job Code: 1815
Department: Natural Resources
Location: Roseburg, OR.
Minimum Hourly: \$27.76

Position Purpose:

Supports the management, tracking, and administration of Tribal lands, real estate assets, access rights, and transportation-related infrastructure. Provides technical and administrative support for rights-of-way and easement tracking; land acquisition due diligence and Fee-to-Trust coordination; and transportation/road inventory programs. Works under the Director of Real Estate Services and exercises independent judgment within Tribal, federal, and departmental policies while maintaining professional relationships with Tribal Members, neighboring landowners, industry partners, and government partners.

Essential Functions:

- Assist with O&C Reciprocal Right-of-Way Agreements and valid existing rights conveyed through WOTFA.
- Track and manage reciprocal agreements where the Tribe is the Permittee (documentation, status, coordination).
- Verify and coordinate legal access for Tribal operations (gates/keys, notifications, permissions, landowner coordination).
- Maintain access-related records, land status information, and easement tracking.
- Support the BIA Tribal Transportation Program (inventory maintenance, improvement planning, long-range project support).
- Maintain road inventories, historical records, and filing systems; enter/update RIFDS data for funding eligibility and planning.
- Support development and maintenance of road-related GIS layers (status, specifications, condition, easement locations).
- Provide land, access, right-of-way, and property record support to Tribal departments, programs, and business entities.
- Route and track real estate service requests; maintain action items and status updates; ensure timely follow-through.
- Prepare maps, inventories, summaries, and GIS/database outputs to support planning, construction, operations, and resource management.
- Coordinate with external partners (landowners, agencies, contractors, industry partners) as needed; participate in meetings/work groups.

- Assist with management of Bare-Park recreation site as assigned and perform other related duties as needed.
- Land Records, Asset Management, and Data Systems
- Support TAAMS data related to timber sale contracts and land records.
- Support Fee-To-Trust transfers (due diligence, record coordination, internal updates).
- Conduct due diligence for land acquisitions; maintain organized digital property and asset files.
- Develop and maintain land inventory databases and GIS layers (land use designations, surveys, easements, parcels).

Qualifications:

- Bachelor's degree in natural resources, land management, geography, planning, or related field; or equivalent education/experience.
- Experience managing detailed records using GIS, databases, or comparable data systems.
- Proficiency with Microsoft Word, Excel, Outlook, and Access.
- Ability to read and interpret legal land descriptions and real estate-related documents.
- Strong organizational, communication, and interpersonal skills; attention to detail; ability to manage multiple priorities.
- Professional and discreet interaction with Tribal Members, the public, and other stakeholders; adaptability to changing priorities.
- Experience with Tribal land tenure systems or federal Indian land programs.
- Familiarity with rights-of-way, easements, land acquisition, or transportation planning.
- Experience supporting BIA programs (e.g., TAAMS, Tribal Transportation Program).
- GIS certificate or advanced GIS coursework.
- Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.