Cow Creek Government Office

Real Estate Services Coordinator

Job Code: 1815
Department: Real Estate Services
Location: Roseburg, OR.
Minimum Hourly: $22.22

POSITION PURPOSE:

The Real Estate Services Coordinator is a key member of the Real Estate Service Department, within Land and Resources team. This position works collaboratively with various Tribal departments and programs to support GIS data management, property tracking, and real estate services. This role involves creating, editing, and maintaining geographical data, developing maps for both print and online use, and coordinating activities that facilitate and promote access to Tribal lands. Additionally, the Coordinator ensures accurate and efficient management of property records, assists with Fee-To-Trust transfers, and supports land acquisition and asset management initiatives.

Position Duties:

- Develop and maintain detailed paper and web-based maps to support Tribal real estate reports, contracts, and field operations.
- Create online field maps to assist in data collection in remote areas, ensuring accessibility for field teams and other departments.
- Assist with the creation and management of road inventory databases and GIS layers, including road status records, specifications, condition assessments, and easement tracking.
- Update and maintain GIS layers for land inventory, encompassing land use designations, survey points, easements, and other data essential to Tribal land management.
- Work with the Forestry team to track timber stands polygons and timber inventory changes, ensuring timely updates and alignment with Tribal forestry initiatives.
- Manage and maintain road inventory records, tracking road conditions, history, and improvements.
- Maintain digital and physical filing systems for land and road-related documents, including easements, surveys, and historical records, ensuring quick and reliable access for Tribal staff.

- Assist with the completion and tracking of Fee-To-Trust transfers by preparing necessary documentation and monitoring progress through completion.
- Conduct due diligence on land acquisitions and maintain organized, accessible digital property files.
- Monitor, edit, transform, and reclassify field data collected by Tribal staff, ensuring data quality and consistency across databases.
- Assist with field data collection as needed, coordinating and capturing data that supports Tribal asset management goals.
- Manage large-scale printing requests for the Tribal team, maintaining plotter/scanner equipment and ensuring timely, high-quality map prints.
- Provide technical support for staff to access, interpret, and utilize digital and printed maps effectively.
- Coordinate activities that promote or facilitate access to Tribal lands, collaborating with various departments to ensure alignment with Tribal goals and regulations.
- Assist departments and programs by providing accurate GIS information to inform decisions on land access, use, and stewardship.
- Support cross-departmental Tribal initiatives related to land and real estate services.
- Perform additional duties as required to fulfill Tribal land management and real estate objectives.

QUALIFICATIONS:
- Minimum two-year College Diploma in Geographic Information Systems, Geography, Planning, Natural Sciences, Computer Science, or related field.
- Two to three years of experience and knowledge with GIS databases and editing using ESRI ArcGIS Pro Software and/or other computer-related software.
- Two to three years of experience in developing paper and web cartographic products using ArcGIS Pro and ArcGIS Online (AGOL).
- Understanding of Fee-To-Trust processes, land acquisition due diligence, and BIA real estate service functions. Knowledge of regulations and protocols related to Tribal real estate is desirable.
- Experience/knowledge in a complementary field to GIS (planning, natural resources, forestry)
- Experience with field GPS devices and applications
- Capacity to troubleshoot and solve technical problems for office and field staff
- Strong professional, organizational, written, and verbal communication skills
- Flexible working style, self-initiative, self-motivation, and a willingness to work with teams to meet staffs' needs and project schedules
- Proficiency with Microsoft Suite including Word, Outlook, Access, and Excel.
- Ability to follow instructions; responds to management direction and adapt to frequent changes, delays, and unexpected events.

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Must maintain strict confidentiality of extremely sensitive data, records, files, conversations, etc.
- Possess a valid driver's license