Job Title: Special Projects Officer

**SUMMARY:** Analyzes operating procedures to devise most efficient methods of accomplishing work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

- Plans study of work problems and procedures such as organizational change, communications, information flow, inventory control, or cost analysis.
- Gathers and organizes information on problem or procedures including present operating procedures.
- Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.
- Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.
- Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedures.
- Installs new systems and trains personnel in applications.
- Conducts operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed.
- Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
- Prepare real property transaction documents for record filing, including deeds, easements, releases, leases, mortgages, liens, etc.
- Record real property transaction documents for record filing in any of the fourteen counties of the Cherokee Nation.

Employees are held accountable for all duties and responsibilities of this job.
SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Assignments received in broad terms with time lines and objectives set.)

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

determine chain of title, or other land status reports.

Copy or summarize recorded documents that affect title to property.

Examine mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify legal description, restrictions, ownership, etc.

Analyze encumbrances to title, statutes, and case law.

Determine if real estate taxes are due or delinquent.

Determine amount due on judgements or other liens as it pertains to real property.

Prepare correspondence and other records.

Review title and other legal opinions to summarize course of action needed to obtain marketable title.

Confer with other parties to resolve problems or land issues.

Serve as a point of contact, maintain a working relationship, and understand work performed by abstract and title companies across the fourteen counties of the Cherokee Nation.

Serve as a point of contact, maintain a working relationship, and understand work performed by Cherokee Nation Real Estate Services, and/or the Bureau of Indian Affairs.

Have experience and maintain working knowledge of property status issues and preparation of reports related to fee-simple, restricted, or trust property.
EDUCATION REQUIREMENT: Bachelor's degree from a four-year college or university in Business Administration or a related field; or six years related experience; or equivalent combination of education and experience.

Experience Requirement: Additional two years of related experience is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must have a thorough understanding of complex systems utilized for successful government operations and the ability to communicate strategic plans for implementation.

Embraces and implements the Jobs/Language/Community, HACN strategy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met 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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

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.

The noise level in the work environment is usually quiet.