

BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION

POSITION TITLE: LMS Probate Assistant

OBJECTIVE: Provide administrative assistance and support, including detailed accurate data entry for BBNA's LMS Probate services.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. **Job knowledge / documentation required:** High School diploma or equivalent. Must demonstrate a high degree of accuracy and attention to detail. Must have excellent reading, writing, communications, and computer skills. Ability to work accurately, independently, and effectively with understanding Native restricted land owners in the Bristol Bay area. Familiarity with Bristol Bay area, people, and cultures. Ability to speak Yupik is valuable but not a requirement.

Two or more years' experience in an office/clerical work environment, preferably with experience / familiarity with probate and estate services, land management or related field.

ESSENTIAL JOB RESULTS

Achieves Program goals

by

- Developing a basic understanding of the Land Management Services Probate functions, regulations, and procedures.
- Working directly with the Probate Specialist to provide clerical support, making phone contacts, assisting with incoming communications, documentation requirements, faxing, emailing, and filing.
- Assisting with searches for decedent's family information by establishing contact with potential heirs.
- Completing the probate forms required to submit file to Bureau of Indian Affairs for review.
- Writing Final Probate Decision letters to heirs of decedent notifying them of inheritance of restricted land(s).
- Gathering and compiling family information and preparing probate files to submit to Bureau of Indian Affairs Probate Office to initiate probate action.
- Maintaining an ongoing outreach program to encourage owners of restricted property to make a will.

Keeps Management Informed

by

- Assisting in maintaining a list of recorded probate decisions, which becomes the basis of the Annual Caseloads Report.
- Assisting in maintaining pending probate case files

Protect program integrity and client privacy

by

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

- May assist in scheduling planned trips to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: \$31,620 – 43,350/Year \$16.22 – 22.23/Hr. DOE

REPORTS TO: Realty Officer or designee

DUTY STATION: Dillingham

INDIAN PREFERENCE IN HIRING GIVEN UNDER P.L 93-638

Employee acknowledgment / date

Supervisor / date

Human Resources Director/date

President & Chief Executive Officer / date