

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2024-76**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Pueblo Land Specialist  
**OPENING DATE:** November 12, 2024  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Environmental & Natural Resources  
**SALARY RANGE:** NE-12; \$37,347 - \$56,020

**Position Summary:**

Under general supervision of the Realty Program Manager, protects the property and record interests of the Pueblo of Laguna. Works with the community, entities, and others on land issues that are not part of the Bureau of Indian Affairs (BIA) Federal Trust Responsibility. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Works with the Pueblo of Laguna Programs, Entities, and Departments in implementing the Pueblo's Records Retention and Disposition Policy as adopted by Council Resolution No. 91-14.
- Provides records management guidance, and technical assistance to programs, entities, and other departments.
- Works with the community, entities, and others on land issues that are not part of the BIA Federal Trust Responsibility.
- Assists in the educating tribal members, employees, entities, and Pueblo Programs on land issues.
- Coordinates with the Central Records Office and Village Officials-on tribal land issues.
- Coordinates with the Pueblo's Addresser in the GIS Office to assure compliance with the Pueblo of Laguna Road Naming and Address Ordinance.
- Manages, maintains, and files Pueblo copies of land and property documents in cooperation with the Secretary's Office and Central Records.
- Collaborates with the Planning Program and Village Officials ensure that village Comprehensive Plans are considered prior to village development and assist in updating Comprehensive Plans when appropriate.
- Facilitates actions related to land assignments in conformity with the rules outlined by law and policy including transfer, inheritance and termination of land assignments with the assistance of Pueblo legal counsel.
- Assists with actions related to the lease of real property and the granting of licenses, permits, easements of rights-of-way on Pueblo property and related activities with the assistance of Pueblo legal counsel.
- Performs field inspections for compliance with Pueblo land policies and conditions.
- Works with GIS program on updating and maintaining Pueblo geodata, and that of surrounding lands of interest.
- Work with Pueblo departments and federal, state, or local officials as appropriate to job duties.
- Provides reports, statistics, and updates on program responsibilities.
- Works with the Realty Program Manager to establish action plans and deadlines.
- Maintains professional and technical knowledge by conducting research; attending related training and establishing networks.
- Assists, as directed the Pueblo's Emergency Management Program in its response to public emergency incidents
- Contributes to a team effort and make individual effort to support Pueblo of Laguna Workforce Excellence concept.
- Performs other duties as required.

**Minimum Qualifications:**

Associates Degree in Real Estate, Information Technology, Geographic Information Systems, Surveying, Records Management; required. Experience in GIS, land survey, and traditional Laguna land practices. A combination of relevant education and experience may be considered. Fluency in the Laguna language preferred. FEMA/ICS 100, 200, 700, and 800 preferred; must be completed within six (6) months of hire.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Pueblo Land Specialist is designated as a Moderate-Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Skills, Abilities, and Certifications:**

- Knowledge of traditional Laguna land practices and roles of Village Officials.
- Knowledge of maps and mapping software, land surveys, and legal descriptions.
- Knowledge of and ability to interpret applicable laws, regulations, ordinances, legislation, and requirements.
- Knowledge of legal principles of real property and land acquisition.
- Knowledge of research methodologies and data analysis.
- Knowledge of records management and maintenance.
- Knowledge of government and non-government funding sources.
- Knowledge and skill in proposal and grant application processes.
- Knowledge of proper spelling, grammar, and punctuation sufficient to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain a high level of confidentiality.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions, exercise independent judgment, and meet time lines.
- Skill in computer use including Word, Excel, Access, PowerPoint, and software or programs unique to field.
- Skill with GIS, and other mapping software
- Skill in data entry, data analysis, and database management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
  - Application packets may be submitted by one of the following methods:
    1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026

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4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**