



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	065-4200-008	<b>Last Revised:</b>	06/09/2015
<b>Position Title:</b>	GIS Land Record Clerk	<b>Department:</b>	Civil Law Department
<b>Reports to:</b>	Real Property Attorney	<b>Division:</b>	Office of the Attorney General

**Primary Function:** GIS Land Record Clerk processes and records Tribal Realty Records into the EBCI GIS Realty Recording System. Position includes drafting and reviewing land records from Possessory Holdings land transactions for accuracy and completeness therefore determining which records are subject to and suitable for approvals, copying, scanning, archiving and recording in the EBCI GIS Realty Recording System. This position assists Tribal Lands Committee, Tribal Business Committee, and other land related duties as may be assigned.

**Job Duties and Responsibilities:** These duties are not to be construed as conclusive, but rather are illustrative and indicative of the level and complexity of those responsibilities ascribed to this position.

Consistently demonstrates superior customer service to the public on all information requests or retrievals. Knowledge of computer operations and software programs typically used in an office setting is required. Must be able to learn legal descriptions and attain a working knowledge of property and document terminology. Must be able to read and interpret legal documents, articles, reports and written instructions.

Position requires development of a thorough knowledge of the EBCI GIS Realty Recording System to ensure that records are maintained in accordance with current guidelines and Tribal recording and archiving requirements. Position includes drafting and reviewing records for accuracy and completeness therefore determining which records are subject to and suitable for approvals, copying, scanning, archiving and recording in the EBCI GIS Realty Recording System. Records, scans and indexes Tribal Realty documents into EBCI GIS Land Record database system. Classifies files in accordance with the appropriate records label files as recorded in accordance with EBCI GIS Realty Recording Procedures, and must have or attain knowledge of Parcel Management.

Learns and applies policies, procedures and processes of department and assists by performing the following types of duties: Processes and records legal documents; Has knowledge of the organization and understanding of Possessory Holdings; Greets public in a friendly manner; Researches records, makes copies, and mails, faxes or emails with memo to requesting party; Follows workflow procedures in recording, processing and entering land record data in EBCI GIS Realty Recording System; Prepares unique Transaction ID, Book and Page number; Maintains accurate record books and indexes of documents; Able to look up legal descriptions and locate where instrument recorded; Able to transfer legal descriptions to index books and onto computer; Reads, understand and recognizes the difference between files that convey land

ownership or leasing rights and other types of Realty documents; Classifies files in accordance with the appropriate records schedules, label files in accordance with record series for all active records; Examines materials to identify primary subject matter (Grantor/Grantee & Lessor & Lessee) and assigns proper classification from among numerous overlapping possibilities. Determines Unique file number and parcel number to be assigned to each; and Determines if documents are complete and meet GIS Land Record Recording standards.

**Education  
/Experience:**

High School Diploma or GED required. Six months experience working in a clerical or office related field required. An Associate's Degree, or Bachelor's Degree (preferred). Position must be able to obtain a NC Notary Public certification within 6 months. Experience working with various types of legal documents is helpful. Has experience with GIS technologies ArcMap editing. Three to six months in the position would be necessary to become familiar with department procedures, processes, and policies, and become proficient in most phases of the job.

**Job Knowledge:**

Thorough and detailed knowledge of a complex and extensive file classification system, related files, and corresponding practices and procedures. Knowledge of records management procedures. Experience with GIS technologies. Knowledge of legal and specialized subject matter to classify, cross-reference, and index materials. Working knowledge of a legal and highly specialized vocabulary to recognize need for use of cross-referencing and multiple classifications. Must be proficient in the use of a computer, scanner, copy machine, typewriter, telephone and other office equipment. Must have a valid North Carolina Drivers license.

**Contact with  
Others:**

Contacts will be with the public, Tribal Legal Division, the BIA Realty Office, Surveyors and other Tribal offices for the purpose of exchanging information and direction relevant to the processing of or assisting others in searching for Land Records.

**Confidential Data:**

Has access to all Land records and other sensitive materials. Position must have a high degree of discretion and confidentiality. Must agree and sign a Tribal confidentiality agreement and adhere to all Tribal confidentiality policies and procedures.

**Mental /Visual  
/Physical Effort:**

Work is performed primarily while sitting and standing. Must have manual dexterity, visual acuity, and be able to speak and hear clearly. Position requires the ability to articulate, orally and in writing, nature of records, processes used and actions performed. Attention to detail and careful handling of delicate historical documents is needed when working with older files. Occasional walking, bending, stooping, reaching, and lifting light to moderate objects is necessary when working in the files.

**Environment:**

Work will be performed in an office setting. Environment subjects position to frequent exposure to dust, dust mites and other potentially physically irritating characteristics presented by old paper documents.

**Responsibility for Accuracy:**

Position requires a high level accuracy in processing land records. Position must follow all proofing and editing procedures.

**Resourcefulness & Initiative:**

Position must work independently on assigned work under general direction of supervisor who provides instructions and procedures for new, difficult, or unusual materials received. Work performance is spot-checked for accuracy of determinations.

**Preferences:**

Tribal hiring preferences apply.