

# Realty Specialist

DEPARTMENT OF THE INTERIOR

Interior, Bureau of Indian Affairs

Central Office, Office of Trust Services and the Bureau of Indian Affairs Regions/Agencies

## Summary

This vacancy is for multiple Realty Specialist positions within the Office of Trust Services and the Bureau of Indian Affairs Regions & Agencies, providing real estate services for trust and restricted Federal Indian-owned lands. *Lower Brule Agency*

This is an Open Continuous announcement. Applicant will be reviewed starting January 30, 2024 and February 13, 2024 and every two weeks thereafter.

This is a Bargaining Unit position, for more information see USA Jobs [What are bargaining units?](#)

## Overview

Accepting applications

### Open & closing dates

🕒 01/16/2024 to 06/17/2024 *Closes 6-17-24*

### Salary

\$39,576 - \$94,317 per year

Salary listed is for Rest of United States (RUS); however, salary will be set in accordance with pay scale for selected location.

### Pay scale & grade

GS 5 - 11 *GS 5/7/9*

### Location

Many vacancies in the following location:

**Location Negotiable After Selection,**

### Remote job

No

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

Occasional travel - You may be expected to travel for this position.

## Relocation expenses reimbursed

Yes— You may qualify for reimbursement of relocation expenses in accordance with agency policy.

## Appointment type

Permanent -

## Work schedule

Full-time -

## Service

Competitive

## Promotion potential

11

## Job family (Series)

[1170 Realty](#)

## Supervisory status

No

## Security clearance

[Other](#)

## Drug test

No

## Position sensitivity and risk

[Moderate Risk \(MR\)](#)

## Trust determination process

[Suitability/Fitness](#)

---

## Announcement number

STIMP-24-12276720-CCAR-LNS

## Control number

770952600

# This job is open to



## [Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



## [Federal employees - Competitive service](#)

Current or former competitive service federal employees.



### **Native Americans**

Native Americans or Alaskan Natives with a tribal affiliation.



### **Special authorities**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



### **Federal employees - Excepted service**

Current excepted service federal employees.



### **Individuals with disabilities**



### **Land & base management**

Certain current or former term or temporary federal employees of a land or base management agency.



### **Peace Corps & AmeriCorps Vista**



### **Veterans**

## **Clarification from the agency**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472). Verification form BIA -4432 must be submitted with the application if claiming Indian Preference. No other documents will be accepted as proof of Indian Preference.

## **Duties**

**Positions are located in the following Central Office and Regions/Agencies:** Alaska, Midwest, Rocky Mountain, Eastern, Navajo, Southern Plains, Eastern Oklahoma, Northwest, Southwest, Great Plains, Pacific, and Western Office of Trust Services, Central Office

- Provide assistance, advice, oversight, monitoring, and coordination for protection, management, planning, conservation, development, and utilization of trust and restricted lands.
- Analyze requests for land into trust and use of Indian-owned trust assets to determine the compatibility of proposed uses with agency mission and owner's needs.
- Implement trust real estate services program to accomplish the timely and efficient processing of applications for i.e., patents, removal of restrictions, disposals, acquisitions, rights-of-way, surface and subsurface leasing and permitting.
- Consult with beneficiaries/lessees/other land owners and interested parties about the process options, documentation, and other needs that may be associated with contracting and/or conveyance activities.
- Perform on-site inspections for compliance and field investigations involving trespasses, encroachments and natural resource damages.
- Collaborate and coordinate contract and conveyance transactions with supervisor to ensure that the necessary clearances and procedures have been secured and completed (i.e. appraisals, NEPA, TSR).

## **Requirements**



# Conditions of Employment

- U.S. Citizenship Required
- Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472). Form BIA -4432 must be submitted with the application if claiming Indian Preference.
- You will be required to have federal payments made by Direct Deposit
- You may be required to successfully complete a probationary/trial period
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
- This position has been designated as an Incidental Operator under the Indian Affairs Motor Vehicle Safety Program, therefore, the incumbent will be required annually to acknowledge and certify possession of a valid state driver's license.

## Qualifications

EXPERIENCE AND EDUCATION REQUIREMENTS: OPM Operating Manual, Qualification Standards for Administrative and Management Positions in the Realty Series, GS-1170 <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/realty-series-1170/>

Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the next lower grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks:

**GS-05: Accessing computer systems to access, input, track and maintain information; preparing various forms, correspondence, memorandums and reports following guides and regulations. Analyzing problems to identify significant factors, gather pertinent data, and recognize solutions, planning and organizing work;**

OR

**EDUCATION:** Four (4) year course of study leading to a bachelor's degree.

**GS-07: Performing involving substantial depth of data analysis; using knowledge of agency policies and procedures, federal statutes and laws, and a good understanding of real estate market, applicant will perform work in all areas of realty; overseeing disposal of property, taking into consideration of conveyances; conduct negotiations with willing individuals or small groups; consult with leases and lessors and review lease packages;**

OR

**EDUCATION:** One (1) full year of graduate level education OR Superior Academic Achievement (S.A.A.).

**GS-09: Coordinating and negotiating with landowners, tribal governments, or private property owners for land transactions; involving recommending corrective action or changes needed; provide proficient management of trust and restricted fee real property; processing applications for land into trust, ensuring the protection, conservation and prudent utilization of Indian lands; collaborating and coordinating contract and conveyance transactions with supervisor to ensure the necessary clearances and procedures are secure and complete;**

OR

**EDUCATION:** Masters or equivalent graduate degree OR Two (2) full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related.

**GS-11: Providing oversight of trust and restricted property; protecting the highest degree of all aspects of contracting, leasing and compliance of trust resources, conveyance, and maintaining the overall effectiveness of the trust services; performing on-site inspections for compliance; recommending corrective action or changes needed; analyzing transactions including applications, land descriptions, appraisals, NEPA, TSR, and other clearances, to ensure compliance; consulting with beneficiaries, lessees, land owners and other interested parties about the contracting process, options, and other needs and documentation;**

**OR**

**EDUCATION:** Ph.D or equivalent doctoral degree or 3 full years (54 semester hours) of progressively higher level graduate education or LL.M if related.

**All qualification requirements must be met by the closing date of this announcement.**

**Merit Promotion candidates must also meet time-in-grade requirements by the announcement closing date.**

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472).**

**Additional selections may be made from this announcement if identical vacancies occur in the same location within 90 days from the closing date.**

## Education

If you are qualifying based on your education, you MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education which shows the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [FOREIGN EDUCATION](#)

## Additional information

All new hires earn the beginning salary of their pay grade (Step 1). See [2024 Salary Tables](#) and select the pay chart for Location Negotiable After Selection, United States. If no specific chart is listed for this geographic location, see the "rest of U.S." chart.

The full performance level of this position is GS-11. Promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. A career ladder promotion is at the discretion of management, and in no way guaranteed.

**TELEWORK:** Indian Affairs has determined that the duties of the position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

In addition, positions may be Remote Eligible; however, final determination of the Duty Station/Location will be made by Management. If reporting to an office location, telework may be eligible as determined by management.

Travel and Relocation Expenses MAY BE authorized in accordance with the Federal Travel Regulations. Final determination will be



made by  
Management.

The pay flexibilities of the recruitment bonus, relocation bonus, and student loan repayment MAY BE authorized by the manager (pending availability of funds and higher management approval).

This position has been designated as an Incidental Operator under the Indian Affairs Motor Vehicle Safety Program and requires the incumbent to operate a motor vehicle in order to properly carry out his/her assigned duties but whose principal duties are not operating a motor vehicle and his/her position is not classified as a motor vehicle operator. The incumbent will be required initially and annually to acknowledge and certify possession of a valid state driver's license.

**CAREER TRANSITION ASSISTANCE PROGRAMS:** These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 70 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp](http://www.opm.gov/rif/employee_guides/career_transition.asp)

**NOTE:** Bargaining Unit Status Dependent on Geographical Location. For more information on Bargaining Unit positions see USA Jobs [What are bargaining units?](#)

**SPECIAL APPOINTING AUTHORITY:** Certain candidates may be eligible to apply under a special hiring authority including those for disabled individuals, Peace Corps employees, Foreign Service employees, veterans, etc. For more information, visit the following OPM websites: USAJOBS Information Center: <https://www.usajobs.gov/Help/>; Vets Info Guide: <http://www.fedshirevets.gov/>

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your application package will be evaluated against the minimum qualification requirements specified above. In order to qualify, your resume must specifically describe your work history and the duties you performed in each position. Your resume will be

evaluated after the closing date of 06/17/2024 to determine whether you meet the minimum qualification requirements for this position. Qualified candidates will then be rated as best qualified, well qualified, or qualified depending on their possession of the knowledge, skills, abilities, competencies and experience requirements as demonstrated by your responses to the assessment questions. Competencies measured include:

- Customer Service
- Project Management
- Real Estate
- Research
- Technical Competence

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If the information in your resume does not support your responses to the assessment questions, your score may be adjusted to more accurately reflect your qualifications.

**DESCRIBING YOUR EXPERIENCE: PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.** If your resume/application does not support your Assessment Questionnaire answers, we will not allow credit for your response(s). Your resume must contain sufficiently detailed information upon which to make a qualification determination. Please ensure that your resume contains specific information such as position titles, beginning and ending dates of employment for each position, average number of hours worked per week, and if the position is/was in the Federal government, you should provide the position series and grade level.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Reorganization Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian Preference eligibles not currently employed in Federal service may be appointed under the Excepted Service Appointment Authority Schedule A, 213.3112(a)(7). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligibles. For more information, please visit: <https://www.bia.gov/jobs>.

Qualified Indian preference candidates will be referred to the hiring manager in order of veterans' preference.

**DUE WEIGHT FOR PERFORMANCE APPRAISALS AND AWARDS.** For Current and Former Federal Employees, due weight will be given for performance and awards. Any performance appraisal/evaluation and award documentation you provide will be forwarded to the selecting official. The selecting official will review this documentation and give it due weight consideration during the overall selection process. If you do not have your most recent performance appraisal/evaluation, please submit a statement as to why it is not available. Please indicate if any prior performance appraisals/evaluations were at an acceptable level.

**REVIEW BEFORE YOU SUBMIT:** You may preview the assessment questions here in the <https://apply.usastaffing.gov/ViewQuestionnaire/12276720>.

## Required Documents

The following documents are required for this position:

- Resume which details work experience including dates worked (mm/yy-mm/yy); position title; position series and grade (if federal service); work schedule; hours worked per week; relevant duties performed; supervisor with contact information, and 3 professional references and contact information (Do not include current/former supervisors), etc. **Important!** If your resume does not show complete information for each job entry, your application will be considered incomplete. **Specifically:**
  - Beginning and ending dates (mm/yy) of employment,
  - Work schedule (Full-time or Part-time), and
  - Hours worked per week.



- For more information see [What should I include in my federal resume](#)
- On-line Assessment Questionnaire
- Transcripts (if using education to qualify) - Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time.
- Veteran's documentation - (if applicable) VA letter on VA letterhead stating your overall combined rating, SF-15, DD-214 (Member 4 Copy Only) reflecting an honorable discharge and dates of active duty military service.
- Special Appointing Authority documentation (if applying under a special hiring authority)
- [BIA Form 4432](#)  
The Form BIA-4432 must be completed as stated in the Instructions on the Form and this form with must be submitted with your application for Federal employment (if claiming Indian preference).
- Performance Appraisal (if applying under the Land Management Flexibility Act)
- Current & Former Federal Employees. If you are a current career or career-conditional Federal employee OR a former Federal employee who has reinstatement eligibility you must submit the following by the closing date of this announcement, or you will not receive consideration as such:
  - **A copy of a recent SF-50** "Notification of Personnel Action" documenting proof of **competitive status, tenure, position title, occupational series, grade level and step**. If you are applying for a higher grade, please provide the SF-50 form which shows the length of time you have been in your current/highest grade. If you have promotion potential in any of your positions, please provide an SF-50 stating your highest full performance level; and
  - Due Weight for Performance Appraisals and Awards:
    1. Your most recent Performance Appraisal (if you do not have your most recent performance appraisal, please submit an explanation as to why it is unavailable); and
    2. If applicable, a list of any awards you received in the last 5 years (i.e., superior performance awards, special act or achievement awards, quality step increase, etc.).

Click here for information see [Reading your SF-50 to determine your service and appointment type](#)

If you are applying as a VEOA candidate, you must submit a copy of your DD-214 and your letter from the VA reflecting an honorable discharge and that you either completed three years of active duty service or are a preference eligible. For more information see: <https://www.fedshirevets.gov/hiring-officials/strategic-recruitment-and-hiring/#content>

If you are unable to apply online, require reasonable accommodation in the application process if you are an applicant with a disability, or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#)

ALL DOCUMENTS MUST BE RECEIVED BY **11:59 PM Eastern Time** ON THE CLOSING DATE OF THIS ANNOUNCEMENT. If your application package is incomplete in any way, you will not be considered for this position, and requests for extensions will not be granted. Please double check your application package before you submit it.

**ADDITIONAL INFORMATION WILL NOT BE SOLICITED OR ACCEPTED BY THIS OFFICE.**

## **If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting



institutions recognized by the U.S. Department of Education

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

**ONLINE APPLICATION SUBMISSION:** To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your resume and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>); all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>

**PLEASE NOTE - NO APPLICATION MATERIAL WILL BE ACCEPTED VIA E-MAIL.**

**VOLUNTARY SEPARATION INCENTIVE PAYMENT:** Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are required to submit a copy of the applicable Notification of Personnel Action (SF-50) regarding the VSIP. Most individuals who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment.

## Agency contact information

 LaToya Smith Butler

### Email

[latoya.smithbutler@bia.gov](mailto:latoya.smithbutler@bia.gov)

### Address

BIA Strategic Recruitment - Trust  
301 NW 6th  
Room 311

Oklahoma City, OK 73102

US

[Learn more about this agency.](#)

## Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)