



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

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## **Realty Assistant**

**POSTING DATE:** June 8, 2026  
**CLOSING DATE:** Open Until Filled  
**SALARY:** \$22/hr  
**LOCATION:** Realty Office  
**SUPERVISION:** Executive Director  
**DEPARTMENT:** Division of Land Management (DOLM)  
**ADMINISTRATION:** Tribal Governing Board Personnel Policies and Procedures

### Description:

The Realty Assistant position supports the Realty Officer and the responsibilities within the administrative infrastructure.

### Qualifications:

1. Mature Adult. Tribal Preference applies.
2. Associate's degree in business, accounting and marketing preferred or two years' experience in a related field.
3. In lieu of a degree, applicants must have at least three years training in business and accounting, or fiscal management for a Tribal Government, inter-government organization or American Indian Program.
4. Must be able to communicate effectively, both verbally and in writing.
5. Must have valid driver's license and reliable transportation.
6. Must be willing to communicate with the public, government officials, and business personnel on a professional basis.
7. Must be dependable, reliable, and able to work independently.
8. Must adhere to strict confidentiality in all departmental matters and must be willing to sign a Confidentiality Statement upon hiring-

**LCO Tribal Government  
Human Resources Dept  
Realty Assistant**

9. Must have understanding and precious experience in fiscal planning, contracting services, program operations, policy development and implementation, budget controls and administration.
10. Must be knowledgeable with reading land descriptions, maps and familiar with NEPA (National Environmental Protection Agency).
11. Applicants must be willing to pursue a Wisconsin Real Estate Sales License - 72 hours training.
12. Applicants will be required and subject to an extensive federal background check for TAAMS access.

**Duties and Responsibilities:**

- HEARTH ACT Lease application processing
- Land purchases
- NEPA Compliance
- Site Delineations
- Easement requests
- Lease Invoices, Receipt of Payments
- Land Gift Conveyances
- Land Lease Transfers
- Forestry Projects, assisting foresters with legal descriptions and site planning.
- General information to Tribal and Non-Tribal inquires in relations to Tribal, Allotted and Fee Simple Land
- Trespass Issues
- Indian Health Services Sewer & Water Projects
- Maintain real property records in compliance with the overall real property management policies and procedures.
- Assist in the preparation of future land acquisitions and/or proposals on behalf of the Tribe.
- Assist in the preparation of reports and narratives required by the funding agency or the Tribal Governing Board.
- Assist in paying real estate taxes owed by the Tribe on Fee Simple Lands.
- Other fiscal and administrative tasks assigned by Realty Officer or Executive Director, LCO Division of Land Management.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

**Application Procedure & Requirements:**

1. **Complete LCO Employment Application, including Release & Authorization Form**
2. **Cover Letter of Interest**
3. **Resume**
4. **(3) Three letters of Referral (Recommendations)**

5. Other supportive documents
6. Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.

**MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**HR Fax (715) 699-1209**

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***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies and Procedures Manual.***