



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

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

Director of Realty

POSTING DATE: June 17, 2026
CLOSING DATE: Open Until Filled
SALARY: \$70,000 (DOQ)
LOCATION: Land Management (Old CDC building)
SUPERVISION: Executive Director
DEPARTMENT: Division of Land Management (DOLM)
ADMINISTRATION: Tribal Governing Board Personnel Policies and Procedures

Position Summary:

The Realty Director is responsible for the overall day-to-day operations of the LCO Realty Department.

Minimum Qualifications:

1. Mature Adult.
2. Must be professional, dependable, and courteous. Ability to exercise judgement, show leadership and excellent interpersonal skills.
3. Must be able to work independently, self-motivated, organized, possess the ability to multitask and manage significant number of assigned duties simultaneously to get work/assignments completed in a timely manner.
4. Must be detailed oriented, be reliable, able to interact with all levels of employees, vendors, visitors in a professional manner.
5. Knowledge of and commitment to professional ethics.
6. Positive person with excellent team member qualities
7. Ability to maintain and adhere to strict confidentiality, in all matters, at all times, and sign a confidentiality agreement upon hire.

Required Qualifications:

1. Experience with TAAMS or ability to obtain TAAMS Access and training.

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Human Resources Dept
Realty Director**

2. Bachelor's degree in business management, or related field. A combination of experience and education may be considered.
3. Knowledge of the use of standard office equipment with strong computer skills and knowledge of computer software (i.e., Microsoft Office Software, computer, fax, scanner, multi-line telephones).
4. Must possess reliable transportation, valid driver's license, and insurance.
5. Ability and willingness to travel when necessary.
6. Must be able to pass a background check.
7. Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

1. Be alert to the needs and requirements of the Realty Department.
2. Supervise day-to-day operations including oversight over staff.
3. Develop, review, improve policies and procedures, as needed.
4. Maintain working knowledge for all staff of programs, resources, and maintain staff certifications as needed and/or required.
5. Work with accounting, compliance, and management departments to maintain the Realty budget.
6. Coordinate workflow within the Realty Department and external departments and agencies.
7. Prepare documents, monitor administrative assignments; prepare correspondence, memos, reports, etc.
8. Maintain a neat and orderly working area.
9. Maintain complete confidentiality of all information received.
10. Perform other duties that may be assigned.

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
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

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

marilyn.isham@lco-nsn.gov

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