



USDA Forest Service Resource Assistant Program

Position. Realty Specialist

Duration. 8 Month Fellowship (32 weeks): Starting July 2024 through February 2025 (dates are dependent upon the start date).

Location. R10 Regional Office -- 709 W 9th Street, Juneau, AK 99801

Reports To. The Realty Specialist will report to the Land Status Realty Specialist.

Job Overview

The USDA Forest Service – Alaska Region is seeking a Land Status Apprentice within the Lands program of the Recreation, Lands and Minerals staff unit. Nationally, the Lands and Realty Management program secures and protects the American public's rights, title, value, and interests in its national forests and grasslands and authorizes a variety of uses on those lands to meet the needs of present and future generations. Managing lands and realty on the forests of Alaska helps the Forest Service enhance natural resource stewardship, provide visitor experiences, and improve access. With supervision, this position will research land ownership status, review title documents (deeds, easements, etc.), identify potential title issues, and maintain land title records, including both hardcopy files and geospatial database information.

Responsibilities and Duties

- Review land status for National Forest System lands.
- Conduct title research for non-federal lands, confirm real estate ownership.
- Review laws, regulations, and policies as they relate to land management.
- Maintain land title records.
- Data entry.
- Basic ArcGIS Pro mapping.

Qualifications

- Basic knowledge of realty instruments, real estate terminology.
- Basic knowledge of geographic information systems and/or cartographic principles.
- Ability to perform legal research, collect, verify, interpret, and analyze a variety of simple directions, regulations and information. Experience reading and applying laws, policies, handbooks and manuals.
- Ability to communicate effectively, write clearly and accurately.
- A keen attention to detail.
- Ability to learn and apply new skills.
- An interest in federal lands and realty.



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Minimum Requirements

- Completion of 2 years at an accredited university, an Associate's degree, or higher
- US citizenship or permanent residency. RAs must undergo a government background check if selected.
- Participation in US Forest Service Orientation Training scheduled for July 2024