

Help Wanted

**KAWERAK, INC. IS RECRUITING
FOR A REALTY SPECIALIST I**

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1) Gathers Probate date for heirship, findings, including names and addresses of relatives for submission to the Administrative Law Judge.

2) Records Restricted Deeds and updates land ownership cards, Native Allotment files, Restricted Townsite Lots and Computer file records.

QUALIFICATIONS:

1. Must be a high school graduate or have received a GED certificate.

2. Strong skills in report writing and computer experience a plus.

SALARY: \$13.74 to \$16.66 hr. DOE

CLOSING DATE: Open until filled.

NATIVE PREFERENCE PER PUBLIC LAW 93-638.

For additional information and an application contact:

Personnel Director

Kawerak, Inc.

Ph: (907) 443-5231

P.O. Box 948

Fax: (907) 443-3708

Nome, Alaska 99762

AVCP REGIONAL HOUSING AUTHORITY currently has a Job Opening for Director Of Housing Management which will be open until filled.

AVCP RHA has about 1,100 units under Management in 43 communities throughout

the Yukon/Kuskokwim Delta Region and our offices are located in Bethel.

Under the direct supervision of the Executive Director, or designee.

Qualifications:

1. Minimum of two years experience in Apartment/Housing Management, preferably Public or Indian Housing, Personnel and Family Counseling, or Financial and Property Management matters.

2. Three Years of college with emphasis in Business or Property Management. Consideration given where successful year-for-year experience exists.

3. Must be about to deal with the Public and Government Agencies effectively.

4. Yup'ik speaking ability preferred.

5. Experience in supervising 10 or more employees and departmental budget planning. Strong human resources skills necessary.

Salary:

Range 11: \$49,370.00 to \$77,799.00 per annum

Position subject to Indian Preference of section 7(b) of Indian Self Determination and Education Assistance Act. AVCP RHA is an E.O.E.

For full job description write or call AVCP RHA at: P.O. Box 767, Bethel, AK 99559, Phone: (907) 543-3121



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