

**Office of the Chief and Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation**

**Human Resources**

12 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

**JOB ANNOUNCEMENT**

**Opening Date:** June 17, 2025

**Closing Date:** June 30, 2025

**Position: Rights Protection Researcher**

**Department:** Legal

**Reports To:** Legal Analyst

**Pay Range:** \$20.49 – \$35.53

**Status/Term:** Full-time, Exempt

**Location:** 27 Wabanaki Way, Indian Island, ME 04468

**Job Summary:**

The Penobscot Nation is seeking a Rights Protection Researcher to oversee the land use planning and land use (zoning) plan, maintenance of land records, preparation of abstracts of title, research programs and records to determine heirship and inventory of estates, collection of technical data and studies to be used in determinations or tribal claims to real property, collection of data leading to ascertainment of surface and subsurface resources, administration of leases and to provide advice and technical assistance to individual land owners in connection with lease negotiations.

Ideal candidates will have strong organizational skills, experience in records management, and excellent interpersonal, verbal, and written communication skills. Additionally, the Rights Protection Researcher must hold a current Notary Public Commission to perform official notarization duties. Local travel is required.

### **Qualifications Required:**

High School Graduate or GED required. An Associate's degree in Legal Studies or related field required. Advanced Degree in work-related field preferred. However, considerable experience and education in land use planning, real estate title research, and estate planning that demonstrates ability and professional knowledge may be considered. Ability to learn and understand Tribal Law and Ordinances required. Computer proficiency with applications such as spreadsheets, word processing, e-mail, and database software required. Excellent interpersonal and communication skills required. Self-direction, organization, motivation, and attention to detail required. Notary Public Commission required or ability to obtain within 3 months. Current State of Maine driver's license required. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

### **Essential Duties/Responsibilities:**

- Conducts title searches on all tribally owned property to determine ownership.
- Assists tribal members in preparing title documents to determine and ensure legal ownership.
- Performs research to obtain vital documents and records on land transactions; maintains all related documents.
- Maintains land and property records for trust lands, restricted lands, and tribal lands.
- Collaborates with other tribal departments in coordination of all land related areas.
- Assumes responsibility for preparation of basic wills, healthcare directives, deeds, land-use permits, and related documents.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

### **Physical Demands/Conditions/Requirements:**

- Must be able to exert moderate physical effort with occasional walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds. Must be available some nights and weekends

### **How to Apply:**

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at [www.penobscotnation.org](http://www.penobscotnation.org).
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).
- - For additional information, call (207) 817-7306 or email [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

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*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on an individual basis upon request.*