POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106265

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Real Estate & Planning	Franklin

POSITION NUMBER 20005625

JOB CODE TITLE Real Estate Specialist

JOB CODE 84592

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Commercial Real Estate Specialist	See Table of Organization

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Performs multi-level real estate services on behalf of state agencies, boards, commissions, colleges & universities as required (e.g., leasing of commercial office, warehouse or other types of space; land leasing; commercial property acquisitions & sales; oil & gas leasing on state land; granting of easements; permits & licenses for state land use; reviewing appraisals): communicates & corresponds with appropriate parties to establish terms & conditions of leases, easements, permits, licenses, acquisitions & sales covering state owned property & commercially leased property; locates suitable state owned or commercial space for use by state agencies; identifies & selects site; conducts real estate market analysis; negotiates lease terms & provisions with property owners, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents & any necessary financial analysis; provides assistance for controlling board meetings; oversees lease compliance; acquires property for state use or disposes of state property; selects site, conducts real estate market analysis; negotiates acquisition or disposal terms & provisions with property owner, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents (e.g., legislative act, sales packages, financial analysis); coordinates appraisal & other assessments or reviews; performs closing & post-closing activities; leases state owned property or grant easements, licenses or permits on state land; negotiates lease terms & provisions with property owners, developers, utility companies, cities, counties, other governmental agencies, not-for-profit entities & others; prepares real estate documents & any necessary financial analysis, appraisal & other assessment coordination & review.	Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., leasing sales, property management, acquisition, appraisal/title review); (3) human relations; (4) real estate practices, procedures & law; (5) agencies' policies & procedures*; (6) government structure & process*; (7) business administration (e.g., structure of organizations). Skill in (8) use of personal computer & calculator (e.g., MS Word, Excel, Outlook); (9) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) maintain accurate records; (12) originate real estate documents & correspondence to complete transactions; (13) prepare meaningful, concise & accurate reports; (14) proofread technical material, recognize errors & make corrections; (15) handle routine & sensitive telephone inquiries from officials & general public; (16) cooperate with coworkers on group projects; (17) prioritize projects, multi-task & manage time; (18) initiate projects without direct supervision. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoneyka	8/20/12

Appd 8-20-12 (au)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106265

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Real Estate & Planning	Franklin

POSITION NUMBER
20005625

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Commercial Real Estate Specialist	See Table of Organization

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Serves as liaison with state agencies, boards, commissions, colleges & universities to advise on real estate practices & procedures: reviews & responds to informational inquiries & complaints; produces real estate documents (e.g., advertisements, charts, spreadsheets) to effect real estate transactions; maintains organized, accurate records & files relating to real estate activity & transaction; remains current in assigned areas of responsibility; attends seminars, workshops, continuing education coursework; takes part in discussions; reads relevant publications; performs other duties as assigned.	Knowledge of 2, 3, 4 Skill in 8 Ability to 10, 11, 14, 15, 17 *developed after employment

JOB CODE TITLE
Real Estate Specialist

JOB CODE
84592

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	8/20/12

Appd 8·20·12 (ce)