

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106255

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Real Estate & Planning

COUNTY OF EMPLOYMENT  
Franklin

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Commercial Real Estate Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
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 subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen*

11/14/12

POSITION NUMBER  
20005697

JOB CODE TITLE  
Real Estate Specialist

JOB CODE  
84592

*App 11-6-12-AR*

