

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Real Estate & Planning

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005699 (16106.0) Real Estate Administrator 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 am – 5:00 pm

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	<p>Acts for Real Estate Administrator in coordinating all appraisal activities for Real Estate's customer agencies, boards, commissions, colleges & universities, formulating & implementing Real Estate Appraisal & Tax Exemption Program procedures & policies: plans, writes & implements section goals related to Real Estate Appraisal & Tax Exemption Program; conducts appraisal evaluation for DAS & customer entities; reviews & evaluates appraisal activities conducted by outside appraisal firms for boards, commissions, colleges, universities & state agencies to assure that such work complies with state and federal regulations & procedures; analyzes & evaluates real estate data (e.g., comparable properties for cost estimates, statistical data related to real estate market factors and conditions, etc.); establishes market value of real estate being acquired or sold by state & issues market opinion letters; serves as liaison between customer entities & independent appraisal firms; serves as Tax Exemption Expert for Real Estate; processes real estate tax exemptions for properties sold through & under jurisdiction of DAS; provides input & guidance on administrative decisions; attends & provides expert testimony at controlling board & legislative sessions.</p> <p>Position is overtime exempt.</p>	<p>Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., 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 organization). Skill in (8) use of a personal computer & associated hardware/software (e.g., MS Word, Excel, Microsoft Office Outlook *); (9) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (10) define problems, collect data, establish facts & define valid conclusions; (11) maintain accurate records; (12) originate real estate documents & correspondence to complete transactions; (13) prepare meaningful, concise & accurate reports; (14) proofread technical materials, recognize errors & make corrections; (15) handle routine & sensitive telephone inquiries from officials & general public; (16) cooperate with co-workers on group projects; (17) prioritize projects, multi-tasks & manage time; (18) initiate projects without direct supervision.</p> <p>*developed after employment.</p>

POSITION NUMBER
20005700 (16107.0)

JOB CODE TITLE
Administrative Assistant 3

JOB NUMBER
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/c

9/12/08

APR 9-25-08 AX

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25	<p>Performs various administrative support duties: handles customer inquiries pertaining to state-owned property; prepares correspondence regarding appraisal issues; maintains appraisal records; establishes & maintains reporting mechanism for assigned area of responsibility; prepares reports as needed by administrator; other duties as assigned.</p>	<p>Knowledge of 3, 4 Skill in 8 Ability to 10, 13, 14, 15, 17</p>
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Skill in 8
Ability to 10, 13, 14, 15, 17

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Jeffrey Westhoven /cc

9/11/08

add 4-25-08 cv