



REALTY SPECIALIST (1170 Series)

Responsibilities

- Applies detailed knowledge of DoD, DoN, NAVFAC, and Regional regulations and policies pertaining to real estate matters and methodologies.
- Uses extensive knowledge of information systems related to real estate accountability to retrieve pertinent data to support analysis and request for information.
- Applies real estate working knowledge in managing multiple priorities and coordinating work across projects, programs and people.
- Provides technical recommendations/solutions to complex problems, and anticipate and overcome obstacles to achieve a timely and positive outcome.
- Possess knowledge of the Real Property Inventory Requirements Model and Financial Improvement and Audit Readiness to effectively implement Class I (Land) and Class II (Buildings, Structures and Utilities) real estate policies.
- Performs technical analysis of real estate at the headquarters level to fulfill request for information or other inquiries pertain to DoD and DoN.
- Presents and communicates findings to senior officials using the Microsoft office suite for organization of pertinent real estate data.

Qualifications

GS-05 (or equivalent pay band): Your resume must demonstrate at least three years of general experience that includes one year of experience equivalent to the next lower grade level (GS-04) or pay band in the federal service or equivalent experience in the private or public sector applying real estate principles, rules, regulations, and practices; and a general understanding of real estate markets to acquire land and/or structures.

GS-07 (or equivalent pay band): Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-05 grade level or pay band in the Federal service or equivalent experience in the private or public sector using well defined procedures to conduct standard market surveys and verifying property ownerships.

GS-09 (or equivalent pay band): Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-07 grade level or pay band in the Federal service or equivalent experience in the private or public sector applying standard space management practices and techniques to assist agencies or clients in developing (1) space requirements or (2) layouts, designs, and timetables for build-out of space with limited special needs.

GS-11 (or equivalent pay band): Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-09 grade level or pay band in the Federal service or equivalent experience in the private or public sector developing unusual and/or creative plans for compensating property owners that may involve combinations of monetary compensation and services, supplies, or benefits on other sites.

GS-12 (or equivalent pay band): Your resume must demonstrate at least one year of specialized



experience at or equivalent to the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector negotiating the terms and conditions of complex leases or similar types of agreements or authorizing documents for different types of properties.

GS-13 (or equivalent pay band): Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector resolving problems covered within the terms of leases or other authorizing documents. The problems being addressed include conditions such as equipment malfunctions (e.g., elevators, heating or air conditioning system), building maintenance, building security, modifications in rental rates, or unanticipated changes in space needs.

Additional qualification information can be found from the following Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-ADMIN>;

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/realty-series-1170/>

Education

Applicants may substitute education for experience in the following situations:

GS-05 (or equivalent pay band): Your resume must demonstrate that you have successfully completed a four year course of study leading to a bachelor's degree

GS-07 (or equivalent pay band): Your resume must demonstrate that you have successfully completed one full year of graduate level education OR you have have successfully completed a bachelor's degree with superior academic achievement.

GS-09 (or equivalent pay band): Your resume must demonstrate that you have successfully completed a master's or equivalent graduate degree OR have successfully completed two full years of progressively higher graduate level education leading to a master's degree OR you have obtained an LL.B. or J.D. that is related to the position being filled.

GS-11 (or equivalent pay band): Your resume must demonstrate that you have successfully completed a Ph.D. or equivalent doctoral degree OR you have successfully completed three full years of progressively higher level graduate education leading to a Ph.D. or equivalent degree OR you have successfully completed an LL.M. degree that is related to the position being filled.

NOTE: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

Clearance: Secret

Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.