



**Direct Hire Authority (DHA) Announcement
Recent Graduate
Real Estate Division
Seattle District**

Open Date: 9/19/19

Closing Date: 9/30/19

Position Title: Recent Graduate – Realty Specialist GS-1170-07
(GS-7 Target 9)

Type of Appointment: Permanent

Location: U.S. Army Corps of Engineers, Seattle District, Seattle, WA

Salary Rate Range for the grade being recruited:

GS-07: \$45,823 - \$59,572

GS-09: \$56,051 - \$72,862

Duties:

Serves as a Realty Specialist working under the general supervision of the Branch Chief. The primary purpose of this position is to support the Realty Services and Realty Operations Branches of the Real Estate Division and its mission to provide acquisition, management and disposal of real estate Military projects within the States of Washington, Oregon, Idaho, and Montana, and for Civil Projects within District boundaries in Washington, Idaho, and Montana.

Duties:

- Acts as a team member and performs less complex administrative aspects of acquisition of real estate interest including fee title, easements, licenses, permits, transfers from other agencies, and rights of entry by reviewing preliminary title, legal descriptions and relevant data.
- Coordinate and conduct less complex negotiations with representatives of federal, state and local agencies, and private parties.
- Examine and analyze public records, appraisal reports, right of way maps and title evidence to verify property ownership to identify matters affecting negotiations.
- Issue, manage and terminate out-grants (leases, easements, licenses, permits, consents, oil and gas offers, etc.).
- Obtain leases of real property required within the civil and military boundaries of the Seattle District.
- Perform disposal of excess military and civil property.
- Manage information on real estate projects using enterprise/corporate databases.

- Respond to REHELP emails from Services reporting maintenance discrepancies and contacting property managers for remedy.

Qualifications:

To qualify for this position at the GS-07 level under the Recent Graduate program:

RECENT GRADUATE REQUIREMENT:

This position is open to recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. (Veterans unable to apply within **two years of receiving their degree** due to military service obligation have up to six years after degree completion to apply). (You must provide a copy of your transcripts showing the degree conferred.)

NOTE: Applications can be accepted from students who expect to complete qualifying education within 6 months of the closing date of this flyer. (Degrees need to be conferred no later than 30 Sep 2019.)

BASIC REQUIREMENT FOR REALTY SPECIALIST GS-1170-07

Education: One full year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position.

OR

Superior Academic Achievement: In order to be creditable under this provision, Superior Academic Achievement must have been gained in a curriculum that is qualifying for the position to be filled, such as that identified in Education above. Superior Academic Achievement is based on:

- (1) Class Standing - Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses; OR
- (2) Grade-Point Average (G.P.A.) - Applicants must have a grade-point average of either (a) 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.; OR
- (3) Honor Society Membership - Applicants may be considered eligible based on membership in one of the approved national scholastic honor societies listed by the Association of College Honor Societies (<https://www.achsntl.org/>).

OR

Specialized Experience: One year of specialized experience which includes: surveying and/or conducting real estate title searches and examining. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-05).

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) by 18. Add the two percentages.

This position falls under the Administrative Careers with America (ACWA). Selectee is subject to the ACWA Assessment.

Knowledge, Skills and Abilities needed for this Position:

Acquisition Strategy
Administration and Management
Problem Solving
Decision Making

Area of Consideration: All eligible for the Direct Hire Authority (DHA) for Recent Graduates

This Direct Hiring Authority (DHA) allows qualified candidates to be appointed under this authority at the GS-5 through GS-11 levels (or equivalent) for permanent, temporary or term positions in the competitive service.

Other Information:

- Relocation assistance is NOT authorized.
- Business travel is approximately 10%.
- A valid state driver's license is required.
- This is an Acquisition position and will require DAWAI Facilities Engineering Level II certification within 2 years of appointment.

How to Apply: This is a DHA announcement for a permanent position at the GS-07, level with non-competitive promotion potential to GS-09.

Anyone wishing consideration for this opportunity must submit the following:

Cover Letter (Optional)

Resume

Transcripts (An unofficial copy of current transcripts is acceptable)

Send the above items via email to: Patricia Fatherree,
Patricia.Fatherree@usace.army.mil

