



US Army Corps  
of Engineers®

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

**Open Date: 12/23/19**

**Closing Date: 12/26/19**

**Position Title:** Recent Graduate – Realty Specialist GS-1170-11

**Type of Appointment:** Permanent

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

**Salary Rate Range for the grade being recruited:**

*GS-11: \$67,816 - \$88,166*

**Duties:**

As a Realty Specialist, the employee will serve as an action officer of specific real estate projects for various government interests. This position supports various state and federal agencies by coordinating and administering their real estate needs and actions in the Seattle District's area of responsibility. The Real Estate Division's mission is 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.

**Duties:**

- Obtains leases of real property required within the civil and military boundaries of the Seattle District. Coordinate and conduct less complex negotiations with representatives of federal, state and local agencies, and private parties.
- Verifies correct ownership through check of official records.
- Reviews appraisals of fair market rental to ensure that rentals do not conflict with the limitations of the Economy Act, as amended.
- Prepares Title 10 reports for submittal to Armed Services Committees of Congress prior to leasing of lands for the Military department when the annual rent is estimated to exceed \$200,000 per annum.
- Confers with local officials in resolving problems, directing field contacts, and conducting Joint Use and Inspection Surveys to determine requirements of the using services.

## **Qualifications:**

To qualify for this position at the GS-11 level under the Recent Graduate program:

### **RECENT GRADUATE REQUIREMENT:**

This position is open to recent graduates who have completed qualifying education requirements within the previous two years 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 Jun 2020.)***

### **BASIC REQUIREMENT FOR REALTY SPECIALIST GS-1170-11**

**Specialized Experience:** One year of specialized experience which includes applying applicable real estate regulations to ONE of the following actions related to managing real property interests: leasing, acquisition, disposal and/or management of out-grants. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09).

OR

**Education:** Ph.D or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M. in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: real estate, business management, financial management, accounting.

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) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages.

**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.

**How to Apply:** This is a DHA announcement for a permanent position at the GS-11. This is the full performance grade level.

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: Shawna Westhoff.

[Shawna.M.Westhoff@usace.army.mil](mailto:Shawna.M.Westhoff@usace.army.mil)