



US Army Corps
of Engineers®

**Direct Hire Authority (DHA) Announcement
Recent Graduate
Real Estate Division, Realty Services Branch
Seattle District**

Open Date: 6 August 2020

Closing Date: 7 August 2020

Position Title: Recent Graduate – Realty Specialist, GS-1170-07, Target GS-09

Type of Appointment: Permanent

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

Salary Rate Range: \$47,380 - \$61,589

Duties:

Serves as a Realty Specialist providing support to the Realty Operations and Realty Services Branches and its mission to provide acquisition, management and disposal of real estate for the Civil and Military projects. At the developmental level you will receive training and closer supervision until you reach the target grade (GS-09). Duties of this position include, but are not limited to:

- Obtain leases of real property required within the civil and military boundaries of the Seattle District.
- Verify property ownership.
- Examine and analyze public records, appraisal reports, right of way maps and title evidence to identify matters affecting negotiations.
- Issue, manage and terminate out-grants (leases, easements, licenses, permits, consents, oil and gas offers, etc.).
- Coordinate and conduct negotiations with representatives of federal, state and local agencies, and private interest concerning all phases of activities in the acquisition field.
- Perform disposal of excess military and civil property.

Qualifications:

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

PATHWAYS 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.)

For the GS-07 level:

Specialized Experience: One year of specialized experience which includes answering routine realty related inquiries; assist in acquiring lease agreements or similar contracts; maintaining a file database/system; and using a variety of office automation equipment (e.g. computer, copier, printer, fax machine, etc) and software (e.g. Microsoft Office Suite). This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-05).

OR

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, such as Real Estate, Business Management, Marketing, or Finance.

OR

Superior Academic Achievement: Successful completion of all the requirements for a bachelor's degree with 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. 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.achsnaatl.org/>).

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.

Knowledge, Skills and Abilities needed for this Position:

Real Estate
Problem Solving
Planning and Evaluating
Information Management
Communications

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.

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

Other Information:

- If selected at the GS-07 level, you will be required to take an ACWA assessment.
- Must obtain and maintain a valid driver's license.
- Defensive Driving course is required to be completed within 6 months of start date.
- This is an Army Acquisition and Technology Workforce position. Employee must meet DoD 5000.52-M requirements applicable to the duties of the position for Facilities Engineering, Certification Level I within 24 months of appointment.
- Two year probationary period may be required.
- Eligible for situational telework only, including emergency and OPM prescribed "unscheduled".
- Up to 15% business travel may be required.
- Moving expenses are not authorized.

Anyone wishing consideration for this opportunity must submit the following:

1. *Cover Letter (Optional)*
2. *Resume*
3. *Transcripts (An unofficial copy of current transcripts is acceptable)*

Send the above items via email to: Shawna Westhoff at:

Shawna.m.westhoff@usace.army.mil

Point of Contact: Shawna Westhoff, Shawna.m.westhoff@usace.army.mil (206) 316-4411
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