

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
R3-122

2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment <input type="checkbox"/> Other <small>Explanation (Show any positions released)</small>		3. Service <input type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field	4. Employing Office Location Twin Cities, MN	5. Duty Station	6. CSC Certification No
7. For Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Employment (If more than one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Exempt (Specify)			11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-career	12. Seniority <input checked="" type="checkbox"/> 1-Initial Seniority <input type="checkbox"/> 2-Transfer Seniority <input type="checkbox"/> 3-Cross Seniority <input type="checkbox"/> 4-Special Seniority	13. Competitive Level: C

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Realty Specialist	GS	1170	7	DS	11/29/90
e. Recommended by Supervisor or Initiating Office	Realty Specialist	GS	1170	7		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if agency, specify)

18. Department, Agency, or Establishment
Department of Interior

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Region 3

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

21. Classification and Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformity with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
Donita B. Schires
Classification Officer

Signature _____ Date **11/29/90**

22. Standards Used in Classifying/Grading Position
Standard Position Description R3-122
Position Classification Standards for GS-1170
IS-6, dated 6/71

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____

Supervisor's Copy _____

Employee's Copy _____

Classification Copy _____

Introduction

Serves as a developmental level Realty Specialist in Refuges and Wildlife Resources, Region 3, U. S. Fish and Wildlife Service

A. Major Duties:

- Negotiates with private landowners and public agencies for the acquisition of real property by purchase, lease, easement, exchange or donation, and prepares acceptable contract forms for execution, and submits for approval by higher supervisory officials.
- Procures and reviews abstracts of title, title certificates or title insurance and prepares the same along with a purchase contract and other papers to the Attorney General for preliminary opinion.
- Analyzes and recommends appropriate action to clear those objections cited in the opinion, prepares a draft of an acceptable form of deed and takes other action as directed to vest title in the United States. In some cases payment is made after the final title opinion of the Attorney General has been received.
- Plans and analyzes appraisal problems assembles pertinent data, conducts the necessary field work and inspection of records, analyzes the data obtained and estimates the market value of real property based on the market date, capitalization, or summation approaches. Prepares an appraisal report showing how the opinion of value was developed and the conclusions reached. Reports are subject to close review by a reviewing appraiser.
- Conducts examinations of lands proposed for acquisition by the Service to arrive at a timber inventory and value thereof.
- Negotiates with private landowners and public agencies for right-of-way outgrants. Prepares an acceptable permit form, has it executed, and submits it for approval of higher supervisory officials.

B. Factors:

1. Knowledge Required by the Position:

- Knowledge of realty and appraisal practices and principles, economics, taxation, construction, surveying, statistics, finance, forestry, and soil conservation to conduct accurate appraisals of land purposed for acquisition by the Service.
- Knowledge of realty laws, legal procedures, and documents involved in acquisition, disposal, or exchange of real property required to vest title in the United States and to execute right-of-way outgrants.

- Familiarity with provisions of P.L. 91-646 (Uniform relocation assistance and Real Property Acquisition Policies Act of 1970). (e.g., to handle the legal aspects involved in relocation of individuals).
- Ability to interpret legal descriptions, aerial photos, plats tract maps, and court house records to obtain various data on subject sites.
- Ability to analyze large amounts of information in order to compile reports on ownership information and patterns of land development, etc.

2. Supervisory Controls:

Purpose, general objectives, and problems to be anticipated are discussed with supervisor. Detailed instructions are provided for unfamiliar work. Incumbent selects, applies, and adapts standard techniques and procedures to carry out work. Supervisor reviews, recommended work plans and spot checks work-in-progress to insure adequacy of methods and procedures and to give advice should new or unusual problems arise. Completed work is reviewed in detail for adherence to instructions, completeness, and technical accuracy. Since this is the advanced trainee level, special emphasis is placed on insuring that the incumbent understands the realty principles and procedures involved in the work.

3. Guidelines:

Detailed and directly applicable guidelines are available in the form of administrative and procedural manuals, handbooks, circular letters, notices and bulletins. Incumbent uses judgment to select and adapt guidelines where deviations from guidelines are slight. Significant deviations are referred to the supervisor.

4. Complexity:

Work consists of a variety of moderately complex tasks involved in the Service land acquisition, disposal, and management program. Incumbent considers factors from the fields of economics, sociology, ecology, forestry, soil conservation, etc., when mailing appraisals. Incumbent applies various realty laws and legal procedures depending on the phase of activity.

Work generally involves standard methods and techniques only; on assignments of unusual nature the incumbent proposes a tentative solution for approval by supervisor.

5. Scope and Effect:

The purpose of the Work is to carry out the Service land acquisition, disposal and management program while receiving advanced training in realty and appraisal practices and principles. Recommendations by the incumbent have a bearing and effect on preservation of the natural resources and an economic impact on the local area.

6. Personal Contacts:

Contacts are with co-workers, regional office personnel, representatives of other Federal, State, county, and city agencies, and the general public.

7. Purpose of Contacts:

Contacts are for receiving instructions and assignments, reporting progress or problems, or exchanging non-controversial, factual information on agency procedures, e.g. in applying for permits, licenses, or leases for government property.

8. Physical Demands:

Work requires some physical exertion such as walking over wet, rough, and rocky surfaces, up and down grades, bending, stooping, climbing or reaching, requiring average agility and dexterity.

9. Work Environment:

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.