

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Realty Specialist Series: 1170 Grade: GS-7 Org Code: Position Number: R3-122

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Negotiates with private landowners and public agencies for acquisition of real property.	Ability to effectively communicate verbally.	Yes	No	1	Required for this position
Procures and reviews abstracts of title, title certificates, or title insurance, prepares purchase contract and other documents.	Knowledge of realty terminology and documents.	Yes	No	1	Required for this position
Analyzes and recommends appropriate action to clear those objections cited in opinion.	Knowledge of manual and automated realty or similar office record keeping procedures and reporting requirements.	Yes	No	1	Required for this position
Plan and analyzes appraisal problems.	Ability to learn real estate laws, legal procedures, and appraisal principles involved in the acquisition, disposal, or management of real property.	Yes	No	1	Required for this position
Examines land for acquisition.	Ability to read/interpret legal descriptions, aerial photos, plats, maps, and court house records.	Yes	No	1	Required for this position
Negotiates with private landowners and public agencies for right of way outgrants.					