

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

Title: Realty Specialist    Series: 1170    Grade: GS-9    Org Code:    Position Number: R3-123

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
Negotiate with private landowners and public agencies for acquisition of real property.	Ability to communicate effectively both orally and in writing for the purpose of representing the Service in real property negotiations with land owners, attorneys, other agencies, etc.	Yes	No	1	Required for this position
Procures and reviews abstracts of title, title certificates, or title insurance, and prepares purchase contract and other documents.	Ability to solve land title problems and prepare legal documents such as purchase contracts and other related documents.	Yes	No	1	Required for this position
Performs actions necessary to dispose of real property. Processes permits for subordinate use of land.	Ability to process real estate transactions and to apply appropriate laws regulations and procedures governing the acquisition, disposition, and management of real property.	Yes	No	1	Required for this position
Assists in maintenance of statistical records of real property.	Knowledge of manual and automated realty record keeping procedures and reporting requirements.	Yes	No	1	Required for this position
Examines lands proposed for acquisition to include analyzing appraisal problems.	Knowledge of real estate and appraisal principles, procedures, and documents involved in the acquisition, disposal, and management of real property.	Yes	No	1	Required for this position