

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No. **R3-123**

2 Reason for Submission:  Reassignment,  New Appointment,  Reassignment Expansion (Show any positions released)

3 Service:  Home,  Detail,  Field

4 Employing Office Location: **Twin Cities, MN**

5 Duty Station: \_\_\_\_\_

6 CSC Certification No.: \_\_\_\_\_

7 Fair Labor Standards Act:  Exempt,  Nonexempt

8 Employment/Financial Stmt Required:  Yes,  No

9 Subject to IA Action:  Yes,  No

10 Position Status:  Competitive,  Excepted (Specify) \_\_\_\_\_

11 Position is:  Supervisory,  Managerial,  Non-career

12 Sensitivity:  1-High,  2-Moderate,  3-Cross,  4-Special

13 Competitive Level: \_\_\_\_\_

14 Agency Use: \_\_\_\_\_

| 15 Classified Grade 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                                   | <b>Realty Specialist</b>   | <b>GS</b> | <b>1170</b>       | <b>9</b> | <i>[Signature]</i> | <i>[Date]</i> |
| e. Recommended by Supervisor or Initiating Office | <b>Realty Specialist</b>   | <b>GS</b> | <b>1170</b>       | <b>9</b> |                    |               |

16 Organizational Title of Position (if different from official title): \_\_\_\_\_

17 Name of Employee (if vacancy, 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... 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: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 and 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.

22 Standards Used in Classifying/Grading Position: **Standard Position Description R3-123, Position Classification Standards for GS-1170 TS-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.

Typed Name and Title of Official Taking Action: **Thomas E. Schaffner, Classification Officer**

Signature: *[Signature]* Date: **11/29/60**

| 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

Incumbent serves as a Realty Specialist in Region 3, U.S. Fish and Wildlife Service. Duties include:

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 submits same with a purchase contract and other documents to supervisor for general review. Analyzes and takes appropriate action to clear-those objections cited, drafts an acceptable form of deed and has it executed and recorded and takes all other actions necessary to vest title in the United States and returns file to the supervisor for final review.
- Performs actions necessary to dispose of real property including circulation of the proper notices of excess property, submission of reports to GSA, and drafting conveyance forms when required.
- Processes permits for subordinate use of Service-controlled lands and applications for right-of-way.
- Assists in the maintenance of statistical records of real property owned and administered by the Service including individual card records, status maps, inventory of real property holdings, and prepares various periodical reports.
- Examines lands proposed for acquisition by the Service, plans and analyzes appraisal problems. and subsequently prepares appraisal reports.
- The incumbent may at times be required to perform work in connection with any of the activities of Realty.

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 proposed 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 the provisions of P.L. 91-646 (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970) to handle the legal aspects involved in relocation of individuals).
- Ability to interpret legal descriptions, aerial photos, plat 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.
- Skill in verbal communication to professionally represent the Service in real property negotiations for use, acquisition or exchange purposes.

## 2. Supervisory Controls

Incumbent is supervised by the Supervisory Realty Specialist who outlines objectives, scope of assignments, and potential problems. Incumbent develops detailed work plans by selecting, applying, and adapting appropriate procedures from established methods and procedures and carries out the assignment in its entirety. Supervisor reviews proposed work plans, provides advice when unusual problems arise, and reviews results for completion of objectives and correct application of guidelines.

## 3. Guidelines

Detailed guidelines are available in the form of administrative and procedural manuals, handbooks, circular letters, notices, and bulletins. Incumbent selects, applies, and adapts guidelines most applicable to the problem.

## 4. Complexity

Incumbent performs a broad range of realty activities to effect the Service land acquisition, disposal, and management program. Incumbent considers factors from the fields of economics, sociology, ecology, forestry, soil conservation, etc., when making appraisals. Incumbent applies various realty laws and legal procedures depending on the phase of activity. Judgment and originality are required to stimulate the realty market and to sense the attitudes and personality of each prospective buyer and seller and shape an approach accordingly.

5. Scope and Effect

The purpose of the work is to carry out the Service land acquisition, disposal, and management program. Properties of outstanding economic and non-economic values are at stake. Recommendations by the incumbent have a direct bearing and effect on the preservation of the natural resource and an economic impact on the surrounding 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 made for the purpose of persuading people involved in transactions of land acquisition or land exchange; to obtain information concerning the lands to be acquired; and also to cooperate with other organizations in the proposed development and management of an area.

The progress of the land acquisition program is dependent, to a large extent, on the efficiency with which these contacts are conducted or supervised by the incumbent.

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 \_\_\_\_\_.