

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No
R3-124

2 Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions released)		3 Service <input type="checkbox"/> Civil <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 CSC Certification No	
7 Pay Under Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8 Employment/Financial Stmt Required <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 Sensitivity <input checked="" type="checkbox"/> 1-Low <input type="checkbox"/> 2-Moderate <input type="checkbox"/> 3-Critical		13 Competitive Level <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
14 Agency Use				14 Agency Use		14 Agency Use		14 Agency Use	

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	11	BMA	11/24/91
e. Recommended by Supervisor or Initiating Office	Realty Specialist	GS	1170	11		

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

17 Name of Employee (if necessary, 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 _____

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 Typing Action
Classification Officer

Signature **Donna B. [unclear]** Date **11/24/91**

22 Standards Used in Classifying/Grading Position
Standard Position Description R3-124
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.

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:

- Resolves numerous conflicting potential uses of real property by providing a thorough explanation of progress report, highest and best use, building codes and zoning laws.
- 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.
- 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 land and applications of right of way.
- Maintains 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.
- Advises and explains the legislation procedures in accordance with Public Law 91-646 on displacement activities of persons and business upon acquisition of the property. Explains alternatives, objectives, and the Service's position on the preservation of the land with private landowners and public agencies.
- 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) (e.g. to handle the legal aspects involved in relocation of individuals).
- Knowledge of the history and legal conditions of property ownership to sort out and trace extensive, conflicting ownership patterns
- Knowledge of financing, mortgaging and leasing practices to assess the economic effects of Government transactions on the real estate market.
- 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 policy, objectives and scope of assignments. Incumbent selects the applicable regulations and procedures, and plans and schedules work to meet deadlines. Supervisor reviews several completed transactions that are related to each other for simultaneous review.

3. Guidelines:

Guidelines are available in the form of administrative and procedural manuals, handbooks, circular letters, notices, and bulletins. In some instances guidelines are not directly

applicable but serve as a skeleton upon which the incumbent carries out the work with independence and ingenuity.

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 field of economics, sociology, ecology, forestry, soil conservation, etc., when making appraisals. Judgment and ingenuity are required in independently resolving difficult problems relating to negotiating the acquisition of real property. Incumbent applies a good working knowledge of the realty practices and laws of the Region in addition to federal realty laws, policies and regulations to effectively deal with private landowners and public agencies.

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 organization in the proposed development and management of an area. Frequent contacts are made with private landowners who may be skeptical, hostile and unresponsive when initially approached by incumbent for acquisition of real property by the Service. 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 sore 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 _____.