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Galveston District

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Engineering solutions
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USACE Mission

Deliver vital public and military engineering
services; partnering in peace and war to
strengthen our Nation's security, energize the
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Galveston Real Estate Division

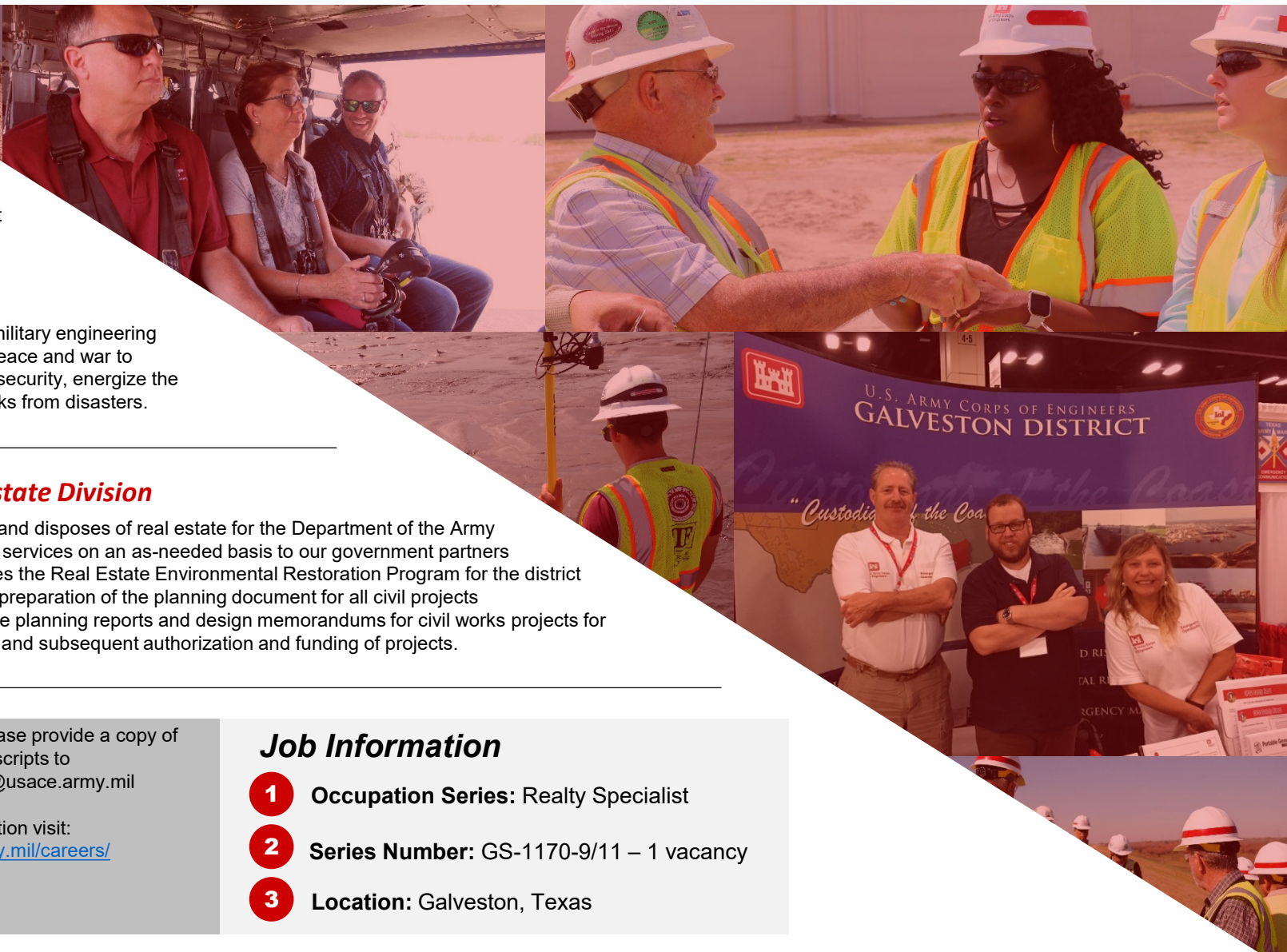
- Acquires, manages and disposes of real estate for the Department of the Army
- Provides real estate services on an as-needed basis to our government partners
- Initiates and executes the Real Estate Environmental Restoration Program for the district
- Responsible for the preparation of the planning document for all civil projects
- Prepares Real Estate planning reports and design memorandums for civil works projects for requesting approval and subsequent authorization and funding of projects.

For consideration, please provide a copy of
your resume and transcripts to
SWG-HR-Vacancies@usace.army.mil

For additional information visit:
<http://www.usace.army.mil/careers/>

Job Information

- 1 Occupation Series:** Realty Specialist
- 2 Series Number:** GS-1170-9/11 – 1 vacancy
- 3 Location:** Galveston, Texas



Job Requirements:

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the GS-09 level, you must meet one of the following:

Specialized Experience: One year of specialized experience which includes experience performing at least one of the following duties: 1) conducting research of real property functions to collect data for real estate projects; OR 2) preparing real property requests for leases, permits, easements; OR 3) preparing simple out-grant documents. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-07).

OR

Education: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D. in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as Business Administration, Accounting, Finance, Economics, Real Estate, Math or a related discipline appropriate to the position.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year (total graduate semester hours minus 18) by 18. Add the two percentages.

To qualify at the GS-11 level, you must meet one of the following:

Specialized Experience: One year of specialized experience which includes: 1) conducting management and disposal of real estate/real property for civil works projects; AND 2) processing requests for the use of Government-owned lands by others at civil works projects such as leases, licenses, easements, permits and/or consents. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09).

OR

Education: Ph.D or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M. in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as Business Administration, Accounting, Finance, Economics, Real Estate, Math or a related discipline appropriate to the position.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages.