



**State
Police**

KATHY HOCHUL
Governor

DOMINICK L. CHIUMENTO
Acting Superintendent

POSTING DATE: 10/31/2023

APPLICATION DUE BY: 11/21/2023

Title: Real Estate Specialist 2
Starting Salary: \$81,705.00

Locations: Division Headquarters – Administration Section
Albany, New York 12226
Albany County

Salary Grade: 23

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

The Real Estate Specialist will perform a full range of professional real estate acquisition and property management activities. The Real Estate Specialist will collect, acquire, review, and reconcile assessment and real property data, prepare and review appraisals of real estate and real property interests, perform ownership and real estate title research, assist in the disposition of State-owned real estate, and negotiate with private owners concerning the States acquisition of real estate and real property interests.

This person selected for this position will function as the agency's expert and will provide a leadership role in lease negotiations and agency relocations, project management, acquisition, disposition, negotiation, land management, relocation assistance, and conveyance of easements; and will be responsible for an agency's statewide real estate program.

The Real Estate Specialist will prepare written communications to include the preparation of narrative and tabular reports, letters, forms, policies, work plans, and procedures of varying complexity and length and requires a strong understanding of agency policies and procedures.

DUTIES:

- Supervises professional staff including Real Estate Specialists 1.
- Coordinates property acquisition statewide including preparing cost estimates.
- Directs negotiations with property owners and landlords regarding services for lease terms and conditions, and conditions for sale.
- Carries out politically sensitive negotiations.

- Coordinates activities with other sections and/or agencies on major projects.
- Supervises recording and maintenance of existing real estate records, such as conveyance of interest or easements.
- Supervises and assists in the research of public land records for title background, easement encumbrances, liens, deed restrictions or covenants, and determines effect of local zoning, or community master plan on potential use of State parcel.
- Conducts physical inspection of property.
- Drafts scope of service and reviews consultant prepared appraisals.
- Coordinates and oversees consultant contracts including tenant broker agreements.
- Prepares appraisal reports that may have statewide agency real estate acquisition and disposition implication.
- Supervises and participates in negotiating lease transactions with private building owners including preparation of final lease documents including issuance of Request for Proposals.
- Coordinates, reviews and approves all Vendor Responsibility documents submitted by landlords in support of proposed transactions.
- Interacts with all key players in a lease transaction including legal staff, planners and construction supervisors until agency move-in.
- Serves as the agency subject matter expert and advises on all facets of real estate matters.
- Supervises and participates in all daily duties required for management of the Division's statewide real estate portfolio.
- Supervise the maintenance of all agency real estate portfolio related databases, paper and electronic records, and lease abstracts.
- Serve as point of contact for Division executives and Finance staff regarding all real estate matters.
- Perform all of the duties required of the Real Estate Specialist 1 position as necessary.

MINIMUM QUALIFICATIONS:

- Five (5) years of experience in real estate work, including one year performing at least two of the following: inspection and appraisal of real property, legal research related to the sale of real property, title search, survey work in a responsible position determining property lines, and appraisal negotiations or related work with a public acquisition agency,

OR

- One (1) year of permanent competitive service as a Real Estate Specialist 1 or similar equivalent class.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit, Real Estate Spec 2*