



POSTING DATE: 05/01/2025

APPLICATION DUE BY: 05/22/2025

Title: Real Estate Specialist 1
Starting Salary: \$66,951.00

Location: Division Headquarters
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

The Real Estate Specialist 1 will perform a full range of professional real estate acquisition and property management activities. The Real Estate Specialist 1 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.

The Real Estate Specialist 1 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 require a strong understanding of agency policies and procedures.

DUTIES

- Prepares or reviews studies of fair market rents or property sale prices in various regions of the State.
- Researches real estate tax records for Division leased properties where such costs are to be reimbursed to the landlords.
- Prepares or updates lease abstracts for Division leased properties.
- Reads and understands lease agreements, permits, MOU's for Division occupied spaces, being able to interpret legal concepts that apply, whether or not explicitly stated in the document.

- Interacts with landlords of Division leased properties on a variety of matters, including but not limited to the need to have property deficiencies addressed, and researching missing or late payments owed to landlords.
- Prepares Request for Proposals (RFPs) when appropriate, detailing the space needs of the Division and soliciting submittal of lease proposals by qualified property owners and/or real estate brokers.
- Negotiates lease transactions with private property owners, to obtain the most favorable financial terms for the State, and securing leased space to meet the operational requirements of the Division.
- Prepares occupancy agreements (leases, renewals, amendments, permits, MOU's) and accompanying internal documents detailing the Division's need for the transaction and financial justification as meeting "fair market value" standards.
- Interacts with various stakeholders in a transaction, such as Division executive staff, legal staff, landlords, real estate brokers, Division personnel assigned to the subject facility, contractors and vendors.
- Conducts physical inspection of property.
- Responds to inquiries from the public and other State agencies.
- Serves as an agency subject matter expert and advises in all facets of real estate matters.
- Serves as a point of contact for Division executives and Finance staff regarding all real estate matters.
- Assists in the maintenance of all Division real estate portfolio databases, organizing both paper and electronic records.
- Participates in all daily duties required for management of the Division's statewide real estate portfolio.

MINIMUM QUALIFICATIONS

- Four years of experience in real estate work, including one year performing at least four of the above described duties pertaining to private or public sector real estate transactions.

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

HOW TO APPLY:

Kindly send a cover letter and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Real Estate Specialist 1*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.