

REALTY SPECIALIST

FOREST SERVICE

📍 1 vacancy - Placerville, CA

📍 1 vacancy - Redding, CA

📍 1 vacancy - San Diego, CA

Work Schedule is Full-Time - Permanent

Opened Thursday 7/14/2016
(0 day(s) ago)

🕒 Closes Monday 7/25/2016
(11 day(s) away)

Salary Range

\$48,968.00 to \$77,019.00 / Per Year

Series & Grade

GS-1170-09/11

Promotion Potential

11

Supervisory Status

No

Who May Apply

Current permanent federal employees with competitive status, CTAP/ICTAP eligibles, VEOA eligible candidates and Farm Service Agency permanent county employees only. Candidates outside the federal government or who do not have VEOA eligibility will not be considered.

Control Number

444549400

Job Announcement Number

16-0556B-270447G-SM

Job Summary

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies.

It's an awesome responsibility - but the rewards are as limitless as the views.

There are three (3) positions being filled in the Public Service Staff of the Pacific Southwest Region. The duty locations are: one (1) in Redding, CA; one (1) in Placerville, CA; and one (1) in San Diego, CA. ***In order to be considered for any or all of these locations, please verify that the appropriate duty location is selected.***

For additional information about the duties of this position, please contact Norman Noyes at 707-562-8961 or nnoyes@fs.fed.us.

These positions are located on a Forest Service unit. The incumbents serves as Realty Specialists, with responsibilities for a variety of land ownership adjustment activities such as land status, withdrawals, interagency land transfers, title claims, donations/purchase/exchange/sale of land/rights-of-way/mineral rights/other partial interests in real estate, and real estate appraisals/surveys.

Pay rates vary depending on location. See the OPM website at <http://www.opm.gov/> for additional information on pay rates.

Duties

Duties listed are at the full performance level.

Participates with supervisor in developing the overall program of land ownership, acquisition, and adjustment.

Participates in overall planning to assess objectives, accomplishments, and direction of the adjustment program.

Assists in the preparation of plans and preliminary drafts of annual program of work for land and rights-of-way acquisition,

exchange, and disposal.

Prepares requests for appraisals on land and other real properties including administrative sites, recreation areas, leases, and Forest lands involved in land and rights-of-way acquisition and disposal, authorized under special-use permits, and/or leased from individuals and firms.

Advises, assists, and directs other employees in making investigations, appraisals, and surveys, and in the preparation and submission of narrative reports.

Develops and prepares plans and programs for approval. Initiates and makes investigations and negotiations with land owners to obtain deeds or easements, appraisals, surveys, and the preparation and submission of narrative reports.

Assumes responsibility for the accomplishment of land exchange, donation, and purchase including important and difficult negotiations with private land owners.

Spot checks are made of field employees' work for conformance with standards, policies, guidelines, etc.

Plans and organizes methods to accomplish objectives of the program. Directs the program for the procurement of interests in land on a plan-wise and priority basis.

Works directly with landowners and title companies to resolve complex title matters and prepares appropriate curative documents.

Acts as a liaison between the forests, land zones, Regional Office, Office of General Counsel, and other local, state and federal agencies in title matters.

Travel Required

- Occasional Travel
- Occasional travel may be required for field work, training and/or meeting.

Relocation Authorized

- Yes
- Entitlements for payment of basic moving expenses, as required and to the extent allowed by the Federal Travel Regulations (FTR) 302-3.101, are authorized for eligible applicants changing duty station when the change meets the distance tests as provided in FTR 302-1.1 and 302-2.6. In addition, the following relocation benefits are available: house hunting trip, temporary quarters.

Key Requirements

- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.
- A 1-year probationary period is required.

Qualifications

Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement (or date of referral if an Open Continuous announcement) as defined below. For more information on the qualifications for this position, go to: <http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>

GS-09 Applicants must have one year of specialized experience equivalent to at least the GS-7 grade level; OR a 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., if related; OR an appropriate combination of specialized experience and education (only graduate education in

excess of 18 semester hours may be used to qualify applicants for this grade level). The education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work. Examples of specialized experience are: Administered a variety of special use authorizations (permits, term permits, leases, and/or easements) for a variety of activities, including recreation residences, linear rights-of-ways, electric power lines, gas pipelines, outfitter/guides, campground concessions, recreation events, communication uses, etc. Assisted other personnel in the use of the Special Use Database System (SUDS). Applying realty laws, regulations, and agency policy in managing land use authorizations (permits, leases, easements); reviewed and analyzed performance of SUDS database and provides input for system modification; assisted in conducting training in SUDS and general special uses training.

GS-11: Applicants must have one year of specialized experience equivalent to at least the GS-9 grade level; Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related to the work of this position (such as business administration, law, real estate operations or other related field; or an appropriate combination of specialized experience and graduate level education (beyond what is required for a masters degree, i.e., more than 36 semester hours leading to a Ph.D.). Examples of specialized experience are: Negotiated rights-of-way and/or land acquisitions and/or land exchanges with landowners and resolved technical problems of limited complexity; gathered data, prepared fact sheets, or assisted with agreements, supplements or project agreements for a cost-share road program and/or other cooperative road program; reviewed and/or processed special use road permits; participated in land acquisition or exchange cases by examining boundaries, valuation reports, public attitudes about such proposals, and any environmental considerations; participated in the review of titles, title clearances, and related reports.

TIME IN GRADE REQUIREMENT: If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met by the closing date of this announcement. **ADDITIONAL REQUIREMENTS:**

No Additional Requirements

Security Clearance

Other

What To Expect Next

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS account at <https://my.usajobs.gov/Account/Login> to check your application status. We expect to make a final job offer approximately 40 days after the deadline for applications.

BENEFITS

The Federal Service offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>

Other Information

Career Transition Assistance Plan (CTAP), Reemployment Priority List (RPL) or Interagency Career Transition Assistance Plan (ICTAP): For information on how to apply as a CTAP, RPL or ICTAP eligible see <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>. To exercise selection priority for this vacancy, CTAP/RPL/ICTAP candidates must meet the basic eligibility requirements and all selective factors. CTAP/ICTAP candidates must be rated and determined to be well qualified (or above) based on an evaluation of the competencies listed in the How You Will Be Evaluated section. When assessed through a score-based category rating method, CTAP/ICTAP applicants must receive a rating of at least 85 out of a possible 100.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after

three years or more of continuous active service are eligible for consideration under the Veteran's Employment Opportunity Act (VEOA). See: <http://www.opm.gov/staffingportal/vetguide.asp#VeteransEmploymentAct1998>

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form 1-9 on your entry-on-duty date will be verified through the DHS 'E-VERIFY' system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

This position is eligible for telework and other flexible work arrangements.

Farm Service Agency (FSA) County Employees: Permanent County employees without prior Federal tenure who are selected for a Civil Service position under Public Law 105-277 will be given a career- conditional appointment and must serve a 1-year probationary period.

This is a bargaining unit designated position.

This is a bargaining unit position represented by the National Federation of Federal Employees, IAMAW.

Forest Service daycare facilities are not available.

Government housing is not available.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is not guaranteed.

We may select from this announcement or any other source to fill one or more vacancies.

If you are retired from the Federal Government and are selected for this vacancy, your retirement annuity may be offset from your pay.

Please view [Tips for Applicants](#)– a guide to the Forest Service application process.

Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Time (ET) on the closing date of this announcement.

Applying online is highly encouraged. We are available to assist you during business hours (normally 8:00a.m. - 4:00p.m., Monday - Friday). If applying online poses a hardship, contact the Agency Contact listed below well before the closing date for an alternate method. All hardship application packages must be complete and submitted no later than noon ET on the closing date of the announcement in order to be entered into the system prior to its closing.

This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact the Agency Contact to request this.

To begin, click "Apply Online" and follow the instructions to complete the Assessment Questionnaire and attach your

resume and all required documents.

NOTE: You must verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Applicants may combine all like required documents (e.g., all SF-50s) into one or more files and scan for uploading into the application. Each file must not exceed 3MB. Grouping like documents into files will simplify the application process. Documents must be in one of the following formats: GIF, JPEG, JPG, PDF, PNG, RTF, or Word (DOC or DOCX). Uploaded documents may not require a password, digital signature, or other encryption to open.

How You Will Be Evaluated

You will be evaluated based on your qualifications for this position as evidenced by the experience, education, and training you described in your application package, as well as the responses to the Assessment Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

Knowledge of real estate/lands principles, concepts and practices.

Knowledge of laws, agreements, customs and regulations related to real estate/lands.

Ability to communicate in writing.

Ability to manage and lead a program of work.

Ability to communicate other than in writing.

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Applicants who meet the minimum qualification requirements and are determined to be among the best qualified candidates will be referred to the hiring manager for consideration. Noncompetitive candidates and applicants under some special hiring authorities need to meet minimum qualifications to be referred.

Note: If, after reviewing your resume and/or supporting documentation, a determination made that you have inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection disciplinary action up to including removal from the Federal service.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the "Apply Online" button to the right.

To view the application form, visit:

<https://fs.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=902810D5-B2A5-455B-B58A-A63E00C8F852>

The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisor's phone number, e-mail address for each work period listed, and whether we may contact for reference checks; and 5) other qualifications.

- **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education website at <http://www.ed.gov>. All transcripts must be in English or include English translation.

You must submit the documents below if you claim any of the following:

- **Current Federal Employees**

1. Most recent non-award Notification of Personnel Action (SF-50) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, position title, series and grade **AND**
2. Most recently completed performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable. Do not submit a performance plan.

- **Current Permanent FSA County Employees:** Most recent non-award Notification of Personnel Action (SF-50/equivalent) showing highest grade or promotion potential held on a permanent basis, position title, series and grade.
- **CTAP/ICTAP:** Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 documenting separation or the position separating from. Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from the military or National Guard Bureau AND Separation SF-50.



Department Of Agriculture

Forest Service

Contact

HRM Contact Center
 Phone: 877-372-7248, option 2
 800-877-8339
 Email: fsjobs@fs.fed.us

Address

Forest Service
 Do not mail in applications, see instructions under the How to Apply tab.
 Albuquerque, NM

United States
 1-866-338-3024

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)