



Real Property Specialist

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

Job Information
Job Type: Full-Time
Number of Vacancies: 1
Pay Grade: 15
Hiring Salary Range: \$35,569.36 - \$50,000.00
Location: Atlanta, GA
Opens: April 14, 2014
Closes: April 30, 2014
(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5658 or e-mail

hr-email@spo.ga.gov

SPC will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: [Real Property Specialist](#)



Website: www.gspc.ga.gov

Position Overview

Duties: Under the general supervision of the Land Manager, is responsible for the management of activities related to the acquisition and disposition of real estate assets or an interest in such assets for the benefit of the State of Georgia and its related agencies.

Minimum Qualifications (Agency Specific): Completion of a bachelor's degree from an accredited college or university in real estate or a related field **AND** Three (3) years experience in the acquisition and/or disposition of real estate assets including the promotion, marketing transaction and completion of the deal.

Preferred Qualifications (Agency Specific): - preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- State Government experience
- Conservation easement experience
- Project Management experience

Competencies:

Extensive knowledge of real property practices, marketing, analysis, acquisitions, dispositions and leasing practices, negotiations, finance, public administration, and project management; ability to understand the various transactions, their consequences on the portfolio, service reliability and customer satisfaction in order to quickly assess the criticality of the issue and potential solutions (high level) and make sound recommendations to the stake holders; strong communication, customer service and problem solving skills; ability to work independently; ability to collect and organize information; ability to plan and prioritize work and knowledge of acquisition and disposition of real property asset practices in the state of Georgia.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

