COMMONWEALTH OF PENNSYLVANIA
invites applications for:

3-Year Limited Term Real Estate Specialist

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

<table>
<thead>
<tr>
<th><strong>SALARY:</strong></th>
<th>$44,303.00 - $67,345.00 Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB TYPE:</strong></td>
<td>Civil Service Temporary Full-Time</td>
</tr>
<tr>
<td><strong>DEPARTMENT:</strong></td>
<td>Game Commission</td>
</tr>
<tr>
<td><strong>LOCATION:</strong></td>
<td>Dauphin County</td>
</tr>
<tr>
<td><strong>OPENING DATE:</strong></td>
<td>03/05/20</td>
</tr>
<tr>
<td><strong>CLOSING DATE:</strong></td>
<td>03/19/20 11:59 PM</td>
</tr>
<tr>
<td><strong>JOB CODE:</strong></td>
<td>17148</td>
</tr>
<tr>
<td><strong>POSITION NUMBER:</strong></td>
<td>50254078</td>
</tr>
<tr>
<td><strong>UNION:</strong></td>
<td>AFSCME - Am Fed of State, Cnty, Mun EE's</td>
</tr>
<tr>
<td><strong>BARGAINING UNIT:</strong></td>
<td>B1</td>
</tr>
<tr>
<td><strong>PAY GROUP:</strong></td>
<td>ST06</td>
</tr>
<tr>
<td><strong>BUREAU/DIVISION CODE:</strong></td>
<td>00236600</td>
</tr>
<tr>
<td><strong>BUREAU/DIVISION:</strong></td>
<td>Bureau of Wildlife Habitat Management, Real Estate Division</td>
</tr>
<tr>
<td><strong>WORKSITE ADDRESS:</strong></td>
<td>2001 Elmerton Avenue</td>
</tr>
<tr>
<td><strong>CITY:</strong></td>
<td>Harrisburg</td>
</tr>
<tr>
<td><strong>ZIP CODE:</strong></td>
<td>17110</td>
</tr>
<tr>
<td><strong>CONTACT NAME:</strong></td>
<td>Holly Koppenhaver</td>
</tr>
<tr>
<td><strong>CONTACT PHONE:</strong></td>
<td>717-787-7836</td>
</tr>
<tr>
<td><strong>CONTACT EMAIL:</strong></td>
<td><a href="mailto:gamevacancybids@pa.gov">gamevacancybids@pa.gov</a></td>
</tr>
</tbody>
</table>

THE POSITION:
The Pennsylvania Game Commission is seeking a 3-Year Limited Term Real Estate Specialist to work in our Bureau of Wildlife Habitat Management!

IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.

- Full-time temporary employment
- Work hours 7:45 a.m. to 4:00 p.m. Monday - Friday with a 45 minute lunch period

DESCRIPTION OF WORK:
1. Reviews applications for right-of-way licenses involving State Game Lands, Commission administrative lands, and/or Commission assets, and recommends approval or denial of those applications based on application completeness, alternatives analyses, compliance with regulations, State Game Lands Comprehensive Management Plans, professional judgment, recommendations from regional and headquarters staff, and other relevant criteria.

2. Prepares licenses, other agreements, or special use permits; amendments, assignments or terminations thereof; and associated correspondence, exhibits and reports in accordance with Commission regulations, policy, procedures, and program guidance in support of the ROW Program.

3. Calculates, negotiates, and establishes fees and damages, and coordinates and reconciles mitigation requirements where necessary and in accordance with Commission regulations, policy, procedures, and program guidance while implementing the duties outlined above.

4. Coordinates with Fiscal Management Division staff to ensure payments received while implementing the duties outlined above are properly applied and deposited, and that recurring payments are properly established for future invoicing.

5. Assists the ROW Administrator with processing of other payments received by the ROW Program, and with resolving delinquent accounts as directed.

6. Conducts land title research to determine surface and sub-surface ownership rights, reservations, easements and other entitlements of the Commission throughout the Commonwealth, as well as those of other entities as they relate to State Game Lands or Commission administrative lands. Said research may include the review and assessment of documents or records at County Tax Assessment Offices, Recorder of Deeds Offices, Register of Wills or Orphan's Courts, Prothonotary's Offices, State Archives, County and Township road dockets, land title abstracts and other information sources as necessary.

7. Prepares written summaries, including supporting exhibits, figures and/or attachments, of land title research completed in response to a specific inquiry by Commission staff or other entities, and distributes and/or files said summaries as directed by the ROW Administrator.

8. Populates, updates, revises and otherwise maintains ROW Program files (both physical and digital), spreadsheets, and databases in accordance with established program procedures and guidance while implementing the duties outlined above.

9. Populates, updates, revises and otherwise maintains Commission geographic information system (GIS) feature classes managed by the ROW Program in accordance with established program procedures and guidance while implementing the duties outlined above.

10. Consults and coordinates with other Commission programs and staff, while adhering to established chain of command, as necessary to ensure that the Commission's and our stakeholders' interests are protected and/or advanced throughout the implementation of the duties outlined above.

11. Attends, participates, and represents the Commission at meetings, and provides testimony and/or oral presentations to the public and other government officials as necessary in support of the ROW Program.

12. Travels independently by vehicle statewide to remote destinations, and traverses rugged terrain to review, assess, measure, collect and/or record information on existing or proposed facilities or uses to support and improve the final product(s) of those duties outlined above.

13. Performs other related work as directed by the ROW Administrator or the Real Estate Division Chief.

Essential Functions:
1. Reads and interprets real estate contracts, deed descriptions, survey plats, engineering drawings, subdivision plans and other legal instruments affecting the ownership and management of real property.

2. Maintains competency in basic accounting principles.

3. Uses a personal computer for extended periods of time.

4. Maintains proficiency with Microsoft Office products (Word, Excel, Access, Outlook and PowerPoint) and with Esri ArcGIS Pro and related GIS software.

5. Expresses ideas clearly and concisely both orally and in writing.

6. Travels, occasionally on overnight status, throughout Pennsylvania.

7. Traverses uneven terrain in adverse weather conditions.

8. Works independently with minimal supervision.

9. Establishes and maintains effective working relationships with both internal and external clients.

**REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

Qualifications:

- **Must meet PA residency requirement** – For more information on ways to meet PA residency requirements, follow the link and click on Residency.

- **Minimum Experience and Training Requirements** - One year as a Real Estate Technician; OR two years of experience in technical real estate work and an Associate's Degree; OR an equivalent combination of experience and training which provides the required knowledges, skills, and abilities.

- **Necessary Special Requirement** - Possession of a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania.

Based on your answers to the supplemental application questions regarding education, you may be instructed to upload a copy of your college transcripts to your application. Unofficial transcripts...
are acceptable.
• Must be able to perform essential job functions

Veterans: Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS): 711 (hearing and speech disabilities or other individuals)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

EXAMINATION INFORMATION:

• Score valid for this specific posting only
• Score based on information reported on application and supplemental questions
• Provide complete and accurate information or:
  • score may be lower than deserved
  • application processing may be delayed
  • disqualification may result
• May only test once under this announcement
• Email notice of test results provided

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.employment.pa.gov

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

3-Year Limited Term Real Estate Specialist Supplemental Questionnaire

* 1. Do you possess a current driver's license which is not under suspension?
   □ Yes
   □ No

* 2. If you answered yes, please provide the issuing state and license number. If you answered no, type N/A in the text box below.

* 3. Do you have one year or more of experience as a Real Estate Technician while employed by the Commonwealth of Pennsylvania?
   □ Yes
   □ No

* 4. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

* 5. How many years of technical real estate work experience do you have?
   □ 2 years or more
6. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

7. Please indicate the level of education you possess?

If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted. If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3 and click on Other Information.

- Master's degree or higher
- Bachelor's degree
- Associate's degree
- Some coursework but no degree
- None

8. You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application, or result in a lower-than-deserved score or disqualification. You must complete the application and answer the supplemental questions. Resumes, cover letters, and similar documents will not be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered. In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

- Yes

9. WORK BEHAVIOR 1 – APPLICATION AND DOCUMENT EVALUATION

Reads and interprets legal instruments, plans, technical drawings and geospatial data to evaluate applications for rights-of-way for completeness, alternatives analyses, and compliance with regulations and management plans. Calculates associated damages and fees and makes recommendations for application approval or denial.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience reading and interpreting legal instruments, plans, technical drawings, and geospatial data to evaluate applications for rights-of-way or other authorizations related to the use
or management of real property for compliance with regulations and management plans.

B. I have experience reading and interpreting legal instruments, plans, technical drawings, and geospatial data related to the use or management of real property. I did not evaluate applications for rights-of-way or other authorizations.

C. I have experience reading and interpreting legal instruments, plans, technical drawings, OR geospatial data to evaluate applications for rights-of-way or other authorizations related to the use or management of real property; OR I have college-level coursework in resource management or real estate.

D. I have NO education or experience related to this work behavior.

* 10. Describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. Your experience reading and interpreting instruments, plans, etc.
3. Your experience using geospatial data to evaluate.
4. Any software or applications used to complete your duties.
5. Your level of responsibility.

* 11. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 12. WORK BEHAVIOR 2 – RESEARCH

Conducts real estate title research by gathering and analyzing information from individuals, records, and title abstracts to determine surface and sub-surface ownership rights, reservations, easements and other entitlements.

Levels of Performance

Select the Level of Performance that best describes your claim.

A. I have experience gathering and analyzing information from individuals, records, and abstracts to determine real estate ownership rights, reservations, easements and other entitlements.
B. I have completed college-level coursework in Real Estate Law or Property Law.
C. I have experience gathering and analyzing information from individuals, records, and reports for non-real estate related research.
D. I have NO education or experience related to this work behavior.

* 13. Describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. Your experience gathering and analyzing information and for what purpose.
3. Your level of responsibility.

* 14. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours
* 15. **WORK BEHAVIOR 3 – RECORDS AND DATA MANAGEMENT**

Creates and maintains both paper and electronic files to ensure accurate and complete record keeping; populates and maintains data in spreadsheets, databases and geographic information system (GIS) feature classes for user access; and queries and analyzes that data for program reporting or assessment.

Levels of Performance

Select the Level of Performance that best describes your claim.

- **A.** I have experience populating and maintaining electronic data in spreadsheets or databases, as well as GIS feature classes. When given an assignment, I ran queries, filters, or reports to compile all relevant data and generated GIS derived output such as maps, charts, graphics, and other visualizations.
- **B.** I have experience populating and maintaining electronic data in spreadsheets or databases, as well as GIS feature classes. I did not generate GIS derived output such as maps, charts, graphics, and other visualizations.
- **C.** I have experience populating and maintaining electronic data in spreadsheets or databases. I do not have any experience populating or maintaining data in geographic information system feature classes; OR I have college-level coursework in GIS, database design or management, or data analysis.
- **D.** I have NO education or experience related to this work behavior.

* 16. Describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. Your experience with spreadsheets, databases, and GIS.
3. Your experience compiling data or generating GIS derived output.
4. Any software or applications used to complete your duties
5. Your level of responsibility.

* 17. If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 18. **WORK BEHAVIOR 4 – INVOICING AND PAYMENT PROCESSING**

Directs the creation of, or amendments to recurring documents to ensure proper invoicing in accordance with written agreements. Reviews payments for compliance with written agreements, resolves payment errors, and provides direction to fiscal staff for proper payment posting and deposit. Coordinates with customers to resolve delinquent accounts.

Levels of Performance

Select the Level of Performance that best describes your claim.

- **A.** I have experience establishing invoices in accordance with written agreements or auditing payments against invoices. I was responsible for resolving payment errors and delinquent accounts.
- **B.** I have experience establishing invoices in accordance with written agreements OR auditing payments against invoices. I was NOT responsible for resolving payment errors or delinquent accounts.
- **C.** I have college-level coursework in mathematics (i.e. Economics, Statistics, College Algebra, Business Mathematics, Accounting, etc.).
- **D.** I have NO education or experience related to this work behavior.
* 19. Describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. Your experience invoicing, auditing payments, or resolving errors or delinquent accounts.
3. Your level of responsibility.

* 20. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* 21. **WORK BEHAVIOR 5 – TECHNICAL WRITING**

Composes narrative technical reports, permits, legal agreements, and associated maps and exhibits related to an entity's rights to or use of lands, resources, or other assets.

Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience composing narrative technical reports or legal agreements with associated maps or exhibits related to an entity's rights to or use of lands, resources, or other assets.
- B. I have experience composing narrative technical reports or legal agreements related to an entity's rights to or use of lands, resources, or other assets. I did NOT compose associated maps or exhibits.
- C. I have experience composing non-real estate related narrative reports or legal agreements; OR I have completed college-level coursework in technical writing, report writing, or professional writing.
- D. I have NO education or experience related to this work behavior.

* 22. Describe your experience as it relates to the level of performance you claimed on this work behavior. Please be sure your response addresses the items listed below. If you claimed you have no work experience related to this work behavior, type N/A in the text box below.

1. The name of the employer where you gained this experience.
2. Your experience composing reports, agreements, maps or exhibits.
3. Your level of responsibility.

* 23. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

* Required Question