

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Real Property Specialist**

**Class Code: 011611**

**Pay Grade: GJ**

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### **A. Purpose:**

Manages real property for the South Dakota National Guard and acts as consultant to the Assistant United States Property and Fiscal Officer to ensure real property acquisition, appraisal, utilization, management, accounting, reporting and disposition are in compliance with applicable National Guard and federal government regulations.

### **B. Distinguishing Feature:**

The Real Property Specialist is responsible for all real property transactions, inventories, accounting and reporting requirements for the South Dakota National Guard. The incumbent's real property records and methods of acquisition and disposal are inspected and audited by National Guard evaluation teams.

Property Management Specialists manage state-owned property by dealing with leases, maintenance, and sale of real property.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Acquires all interest in real property required to support the mission of the South Dakota National Guard.
  - a. Determines the real estate and properties to be acquired to satisfy the requirements for specific projects.
  - b. Determines nature of acquisitions, i.e. simple, easement, leasehold, permit or license.
  - c. Negotiates the terms of acquisitions and various leases, ensuring all aspects of the transaction are in the best interests of the National Guard.
  - d. Completes all actions pertaining to acquisition, obtains needed signatures, and forwards completed paperwork to higher headquarters for execution.
  - e. Reviews and analyzes offers of real estate gifts to assure all information is available for the National Guard Bureau or the Adjutant General approval.
  - f. Conducts real property appraisals for use in property acquisition negotiations and future planning needs.
2. Prepares studies concerning the impact of proposals and develops approaches for accomplishing projects to ensure regulatory requirements are complied with.
3. Estimates total costs of real estate for use as a basis for exchanging land to ensure the real estate transactions are fair and equitable.
4. Provides status reports, recommendations, and technical advice to the Planning and Programming Branch Chief, Construction and Facility Management Office, Base Civil Engineer and/or the Base Commander on all aspects of real estate management to ensure they are always aware of real property status.
  - a. Implements and maintains the building manager program.
  - b. Manages the facility rental program.
  - c. Prepares the building assignment record for each building in accordance with applicable

- regulations and update the record as required.
- d. Provides real property input to short and long term facility planning.
  - e. Reviews and interprets architectural and engineering drawings to determine real property assets and records at room level.
  - f. Conducts field verification inspections to confirm quantities and type of construction materials used.
5. Maintains a quantitative and monetary capital assets account to accurately reflect program status.
    - a. Monitors all programming documents, work orders, job orders, contracts, plans, and specifications to ensure all changes affecting real property records are accurately reflected.
    - b. Ensures that in-house work accomplished to alter and modify facilities and to remove and install equipment and the addition of land is documented so that all capitalization of government assets occurs in a timely manner.
    - c. Conducts physical inventory of buildings, facilities and installation property by checking description, capacity, and other data then corrects errors in descriptions on record cards.
    - d. Reconciles construction records to insure compliance with Federal and state regulations.
    - e. Creates auditable General Ledger Account balances to verify account codes, fund codes, and total balances of asset accounts.
  6. Conducts continual space utilization surveys to ensure full and efficient use of all space in buildings and facilities.
    - a. Ensures compatibility of use and conformance with allowable criteria such as cost of change.
    - b. Presents analyses to facilities board along with recommended course of action.
  7. Maintains and updates real property records in databases and other computer programs to ensure higher headquarters is constantly aware of on-going projects and real property inventory.
  8. Prepares declaration of excess for all land and facilities to allow for disposal of assets no longer needed for mission accomplishment.
    - a. Coordinates excess property with other federal agencies and prepares report of excess for submission to the General Services Administration or the National Guard Bureau.
    - b. Identifies specific easement or recapture rights to be retained upon disposal of the property.
  9. Uses AutoCAD system, GIS, and other mapping programs to update building space usage diagrams, locate properties that will meet real property needs, and create real estate maps to ensure an accurate reflection of how facilities are used and what real estate is owned by the South Dakota National Guard.
  10. Performs other work as assigned.

#### **D. Reporting Relationships:**

Does not supervise.

#### **E. Challenges and Problems:**

Challenged to find solutions that lead to sound decisions involving both real estate acquisition

and facility improvements when guidance is not provided in regulations or other procedural manuals. Additional challenges include satisfying the real property desires of the installation leadership while complying with strict regulatory requirements; meeting the needs and wishes of property owners while acquiring the necessary property in the most cost effective manner for the state and National Guard; and researching, obtaining, and reviewing all information on the current legal status of property.

Problems include maintaining accurate real property records on multiple facilities during periods of overlapping construction, land acquisition and facilities modification; ensuring land purchases and transfers are in the best interest of the South Dakota National Guard; and making recommendations on space utilization that counter wishes of work place associates.

#### **F. Decision-making Authority:**

Decisions include approval of the declaration of excess real estate based on authorized square footage and facility board meeting decisions; determines if property asset must be reported due to compliance regulations; approves total cost of facilities based on alteration, remodeling, and new construction; interprets real estate instruments regarding legal rights and interests; and determines submittal requirements of land property survey, legal description of property, and environmental assessment information associated with land acquisition.

Decisions referred to a superior include when to submit requests for additional funding for real property acquisition; how to resolve differences between members of the planning staff regarding real property reporting or documentation requirements; and politically sensitive issues that may involve the National Guard leadership or the department secretary.

#### **G. Contact with Others:**

Daily contact with the Construction and Facilities Management Office, contracting officers, and other National Guard personnel about on-going and proposed projects or plans. Weekly contact with City, County, State, and Federal agencies concerning real estate issues, and with the Assistant U.S. Property and Fiscal Officer to discuss real property regulatory requirements and to exchange information. Quarterly contact with the facility board and the building managers to coordinate real estate program requirements and key control program.

#### **H. Working Conditions:**

Works in a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- generally accepted accounting principles (GAAP), standards, and practices;
- National Guard Bureau, Department of Defense, and Corps of Engineers real property installed equipment and real property policies and procedures;
- real estate activities such as acquisition, sales, leasing, facility rental, appraisal, and title examination;
- construction requirements;
- legal documents, contracts, title reports, sale and lease documents, memorandums of agreements, and joint powers agreements;
- computer databases software programs;

- technical report writing.

Ability to:

- analyze and interpret financial records and explain errors;
- prepare deeds, leases, mortgages, and contracts;
- use a computer;
- compare figures accurately;
- manage multiple priorities;
- problem solve;
- establish and maintain effective working relationships with others;
- maintain complete real property accounting records;
- interpret policies, rules, and regulations;
- communicate information clearly and concisely;
- obtain a U.S. secret clearance.