



STATE OF IDAHO
invites applications for the position of:

Real Property Specialist (Army)

SALARY: \$25.69 - \$33.40 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 09/24/21
CLOSING DATE: 10/11/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within same classification and position type.

ANNOUNCEMENT NUMBER:	21-90-MN
AREA OF CONSIDERATION:	Open to current Warrant Officers or Enlisted members of the Idaho National Guard
POSITION TITLE:	Real Property Specialist (Army)
PAY GRADE:	NGA-9
POSITION CONTROL NUMBER:	5194
CLASS CODE:	20130
SALARY:	\$25.69 to \$33.40 Hourly (\$53,433 to \$69,462 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer, Warrant
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: REAL PROPERTY SPECIALIST (ARMY)
POSITION CONTROL NUMBER: 5194
CLASS CODE NUMBER: 20130
SALARY GRADE: NGA-9

INTRODUCTION: This position is assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho –

Military Division. The primary purpose of this position is to provide technical assistance to the Real Property Manager in the development and execution of technical and administrative functions relating to real property accountability, real estate transactions, real property assignments, and utilization and space management for all assigned/attached units located within the State of Idaho, including but not limited to the Boise Air Terminal (Gowen Field), Maneuver Area Training Equipment Site (MATES), Orchard Cantonment Area, Orchard Combat Training Center (OCTC), Operational Readiness Training Complex (ORTC), IDARNG Readiness Centers (Armories) statewide, and training areas permitted for use to the IDARNG. The incumbent serves as a technical consultant to the CFMO's Real Property Manager and the Planning and Programming Branch Chief in matters of real property.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. **Real Property Accountability.** Ensures all accountable records and data entry accuracy for all land, buildings, utility systems, special purpose facilities, and installed equipment permitted to the IDARNG. Property management includes approximately 300 facilities, including extensive complex facilities supporting IDARNG, Annual Training Site; U.S. Navy Reserve (USNR) and U.S. Marine Corps Reserve (USMCR) tank operations; and U.S. Army Reserve (USAR) training operations.
2. Conducts real property inspections. Coordinates and works with the United States Property and Fiscal Office (USPFO) and CFMO staff in the acceptance inspection and cost accounting of real property installed equipment installed in new construction and completed operations and maintenance contract work. Researches construction and transfer documents, drawings, equipment lists, and etcetera, to verify acceptance of the construction. Assigns facility numbers, facility category codes, nomenclatures, and prepares engineering data forms, entering data such as floor space, system capacities, heating, air conditioning, lighting equipment, and utility system components.
3. **Real Estate Actions.** Assists the Real Property Manager to develop and recommend programs for the acquisition of fee simple title, leaseholds, easements, permits, land exchanges and licenses from both private owners and government agencies in support of mission requirements. Researches and interprets legal documents such as deeds, abstracts of title, and etcetera, to determine ownership which supports the legality of any such acquisition. Develops preliminary work and documents for any requests, which may include researching land records registered with the county.
4. Develops, monitors and submits DA Forms 1354 in order to account of all real property including real estate, fixed assets, and installed property to satisfy National Guard Bureau (NGB) and United States Army requirements. Provides assistance to the Planning and Programming Branch and CFMO staff in general. Monitors and researches all programming documents, field inspection reports, drawings, specifications, plans, blueprints, work orders, job orders and contracts to establish required data pertaining to building dimensions, footage, type and cost, utility systems, pavements, plans, miscellaneous structures, land areas reflecting metes, bounds, bearings and legal descriptions. Determines the applicability of the monetary amount capitalized and records the findings on transfer documents for new construction. Accounts for all alterations and additions to base facilities and property; maintains current status on new construction which represents an official auditable accountability of property comprising the Base Real Property Inventory value, and furnishes the USPFO Financial Manager/Comptroller all project capitalization records as required by regulation.
5. Provides assistance to the Real Property Manager in preparation for the Facilities Board to include land acquisition proposals, excessing actions, changes in use of facilities, facility disposals and any other action affecting the installation real estate holdings, implement decisions on acquisition, disposition, alteration or consolidation. Provides assistance in the preparation of

legal documents to accomplish the issuing and amending of leases, licenses, and out-grants of property to other tenant organizations.

6. Provides technical assistance to the Real Property Manager in leases, permits and easements. Monitors and maintains for host and all tenant organizations current leases, licenses and permits issued by the U.S. Army Corps of Engineers for all Army property. Maintains a copy of local agreements and permits and correspondence pertaining thereto. Arranges for temporary use rights of government or private property and initiates the renewal, extension, termination and replacement of leases, licenses or permits, as required. Assures continued use of land and/or facilities, which are required for government construction, or on which government improvements have been placed. Maintains a reference files of expired licenses, leases, permits and easements. Maintains surveillance of leasehold interest, lessor interest, and current or programmed real property holdings.

7. Appraises real estate facilities to establish asset values to be shown on real property accountable records when cost cannot be secured from documents. Estimates value of such facilities as building, fences, towers, pavements and improvements. Makes analysis of new construction, maintenance and repair, rehabilitation, and etcetera performed by in-house and military forces to determine the increase or decrease in facility assets and units of measure that must be recorded.

8. Develops information to identify, inventory, protect and nominate for listing in the National Register of Historic Places existing properties that are considered to be of historic significance.

9. Prepares and processes Declarations of Excess and/or proposed facility disposal actions of real estate, including land and/or buildings, applying comprehensive knowledge of the property value characteristics and pertinent regulations and policies. Screens the excess property with other military services, federal agencies, and etcetera, to afford transfer opportunities where feasible. Incumbent is responsible for detailed surveys and analyses for building conditions, determination of retention of easement or recapture rights, restoration costs, and recommended method of disposal. Prepares and submits DD Forms 1354, Facility Disposal.

10. Provides real property statistics and recommendations concerning the utilization, development and disposal programs of real property. Prepares all required real property reports including but not limited to Homeless Assistance Act Report; World War II Wooden Buildings Report; Facility Disposals Report; Inventory ISR During Fiscal Year Report; United States Army Real Property Inventory FISP; and the Real Property Space Summary Report.

11. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Whistleblower Protection Program, Equal Employment Opportunity (EEO), security, environmental, and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/ alcohol free workplace. Makes a determined effort to coordinate and communicate with other staff members to ensure an efficient and respectful work place. Acts as role model and upholds superior personal integrity.

12. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Works under general supervision of the Real Property Manager who makes assignments in terms of objectives and priorities, and indicates possible problems areas. Plans and carries out assignments with considerable independence within established policies, procedures and regulatory guidelines. The supervisor is available for guidance on unusual problems and controversial situations. Completed work is subject to spot-check for technical accuracy of decisions, feasibility of recommendations made, and compliance with established policies, procedures and regulations.

PERSONAL CONTACTS: Contacts include federal, state and military personnel of the Idaho Military Division/Idaho National Guard at all levels; various U.S. government agencies to include the U.S. Army Corps of Engineers, and City and County government officials/staff; and various contractors, lessees and engineers. Incumbent is an active and knowledgeable participant in

discussions with government officials involving real property transactions. Provides expert testimony and imparts extensive knowledge of real property actions.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is usually performed in well-lighted, heated and ventilated areas and involves the normal risks and discomforts typical of an office with computer equipment. Outside work is normally performed in good weather; however, emergency situations sometimes require working under poor or extreme (hot and cold) weather conditions. Work is often sedentary, but does involve regular and recurring site visits that require physical activity including walking, climbing and stooping over rough terrain at construction sites that may not be easily accessible. Some travel, in and out of state, via all modes of transportation, is required for work and training.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: C04 (Technical)

WCC: 9410

AUGUST 2019

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be a current Warrant Officer or Enlisted member of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 24-months of specialized experience performing related duties as specified below.

- Knowledge of recognized real estate practices and laws applicable to the state and locality. Preferred candidates will have familiarity with Department of the Army and Army National Guard (ARNG) real estate procedures.
- Ability to maintain, in balanced condition, all project capitalization records in accordance with applicable guidelines, directives and regulations. Preferred candidates will have familiarity with Idaho Army National Guard (IDARNG) project capitalization records.
- Ability to determine priority of work obligations; work independently with facts and figures; and to maintain accurate systems of records for real property accounts in accordance with National Guard Bureau (NGB) and Department of the Army requirements.
- Skill to operate a variety of automated (computer) equipment and associated programs.
- Ability to communicate effectively with tact, good judgment and confidentiality, both orally and in writing.

CONDITIONS OF EMPLOYMENT:

a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.

- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current Warrant Officer or Enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-90-MN
REAL PROPERTY SPECIALIST (ARMY)
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Real Property Specialist (Army) Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment):** Must be a Warrant Officer or enlisted member of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC and unit of assignment.
- * 2. **Mandatory Requirement (condition of employment):** Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). DO NOT provide driver's license info here.

- * 3. **Mandatory Requirement (condition of employment):** Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. KSA: **Knowledge of recognized real estate practices and laws applicable to the state and locality. Preferred candidates will have familiarity with Department of the Army and Army National Guard (ARNG) real estate procedures.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Ability to maintain, in balanced condition, all project capitalization records in accordance with applicable guidelines, directives and regulations. Preferred candidates will have familiarity with Idaho Army National Guard (IDARNG) project capitalization records.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Ability to determine priority of work obligations; work independently with facts and figures; and to maintain accurate systems of records for real property accounts in accordance with National Guard Bureau (NGB) and Department of the Army requirements**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Skill to operate a variety of automated (computer) equipment and associated programs.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement.*

Response should be detailed and include specific examples of job duties performed, responsibilities, etc.

- * 8. KSA: **Ability to communicate effectively with tact, good judgment and confidentiality, both orally and in writing.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

Yes No

- * 10. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

Yes No

- * Required Question