

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #25-66

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Real Estate Specialist 2
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: <ul style="list-style-type: none">• Directorate of Facilities Management and Engineering – (1 vacancy)
Salary Grade:	SG-23
Salary Range:	Current Start Rate: *\$91,464 Job Rate: \$109,650 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Under the supervision of the Programming Branch Chief, Director of Facilities and Engineering or other appropriate professional or designated supervisor, the Real Estate Specialist 2 will collect, acquire, review, and reconcile assessment and real property data, prepare and review appraisals of real estate and real property interests, perform ownership and real estate title research, assist in the disposition of State-owned real estate, and negotiate with private owners concerning the State's acquisition of real estate and real property interests.</p> <p>Real Estate Specialist 2 may supervise a unit or work team. They will function as the agency's expert and provides a leadership role in a major functional area such as lease negotiations and agency relocations, project management, acquisition, disposition, negotiation, land management, relocation assistance, and conveyance of easements; and may be responsible for an agency Statewide or regional program.</p> <p>The Real Estate Specialist 2 works with considerable independence and work assignments are performed with only limited review and technical direction. Their work must conform to policy and technical standards set by executive</p>

management and various sections of New York State and federal laws. Written program procedures, policies, and guidelines are usually available and followed. The Real Estate Specialist 2 is expected to advise their supervisors about problems and difficulties encountered and discuss with them solutions and alternate approaches to problems.

The position performs responsibilities in accordance with National Guard Bureau (NGB) standards specifically requirements of the Master Cooperative Agreement between the NGB and the DMNA, as well as agency and labor contract duties and responsibilities – current and as amended.

The duties of the position include, but are not limited to the following:

- Coordinate for required storefront maintenance or renovations with the landlord for the Office of General Services (OGS) recruiting storefront leases or United States Army Corps of Engineers (USACE) personnel for USACE leases
- Serve as the agency liaison between USACE, OGS, and recruiting command
- Ensure the terms of leases for storefronts are met and the facility is properly maintained through regular site visits
- Maintain all agency real estate records and procure missing documents (deeds, licenses, etc. as required).
- Coordinate with the federal resource manager for USACE lease payments and the BSC for OGS lease payments.
- Coordinate with NGB and NYARNG Recruiting Command for additional lease funding as required.
- Maintain the grant module in the PRIDE database
- Prepares or reviews appraisals of property and rent studies.
- Research public land records for title background, easements, encumbrances, liens, deed restrictions or covenants, and determines effect of local zoning, or community master plan on potential use of State parcel.
- Conducts physical inspection of property.
- Supervises collection of data from other offices on real estate transactions, property titles, special assessments, taxes, etc.
- Coordinates for the procurement and reviews data of full narrative self-contained appraisal report to determine value.
- Drafts scope of service and reviews consultant prepared appraisals.
- Prepares draft permits and licenses for the private use of State-owned real estate or real property.
- Prepares letters of intent to excess property to OGS.
- Prepares and reviews valuation for easements and grants of land.
- Coordinates with DMNA Counsel, OGS Real Estate staff or USACE to negotiate leases, licenses, and easements for the use of State property.
- Explains real property acquisition and procedures.
- Coordinate with OGS to negotiates lease transactions.
- Coordinates, reviews and approves all Vendor Responsibility documents submitted by landlords in support of proposed transactions.

- Interacts with all key players in a lease transaction including legal staff, planners and construction supervisors until agency move-in.
- Provides relocation assistance to businesses and individuals who might be displaced.
- Makes presentations on land acquisition disposition or regulatory requirement procedures at public hearings and information meetings.
- Responds to inquiries from the public and other State agencies.
- Identify situations where regulatory procedures are not being followed and initiate corrective action where required.
- Supervises professional staff including assigning work, reviewing work to ensure standards, time off requests conducting performance evaluations, participate in the hiring and disciplinary process and other supervisory functions as required
- Coordinates the workflow of a unit, program function or project.
- Performs the more complicated transactions.
- Coordinates property acquisition in a geographic area including preparing cost estimates.
- Coordinates and oversees consultant contracts including tenant broker agreements.
- Coordinates with OGS to negotiate with property owners and landlords regarding services for lease terms and conditions, and conditions for sale.
- Carries out politically sensitive negotiations.
- Coordinates activities with other divisions and/or agencies on major projects.
- Supervises recording and maintenance of existing real estate records, such as conveyance of interest or easements.
- May periodically be required to travel to other facilities/locations, to attend training or to perform job related duties as needed.
- Other duties as assigned in accordance with Directives and Agency procedures.
- Overtime may be required.

JOB REQUIREMENTS

- Knowledge of applicable rules and regulations associated with real estate and real property.
- Must be proficient with and be able to independently use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail)
- Must have strong verbal and written communication skills
- Ability to prepare written material in a clear and concise fashion.
- Must have strong organizational skills; ability to multi-task and prioritize multiple deadlines.
- Ability to perform tasks independently without supervision as well as motivate and coordinate a team to complete the project assigned.
- Capability to determine, negotiate and establish project priorities for assignments.
- Ability to prioritize duties and responsibilities and ensure deadlines are met.

	<ul style="list-style-type: none"> • Ability to interact and work well with various categories of people to include co-workers, management, Federal and State personnel, contractors and representatives from other agencies. • Ability to train and supervise subordinates and demonstrate an understanding of the basic principles of supervision. • Ability to present materials to supervisors and Executive Management in a professional and articulate manner. • Ability to read and write in English. • Demonstrated reliability and trustworthiness. • May be required to supervise staff. • Will complete and attend training as required. • May require schedule adjustments and additional hours. • Regular travel will be required using various modes of transportation to include driving, trains, and air travel. • Performs other duties as assigned.
<p>Minimum Qualifications:</p>	<p>Five (5) years of full-time experience performing real estate work, including two (2) years performing at least two (2) of the following: inspection and appraisal of real property, legal research related to the sale of real property, title search, survey work in a responsible position determining property lines, and appraisal negotiations or related work with a public acquisition agency with demonstrated relevance to the above.*</p> <p style="text-align: center;">AND</p> <p>Must have a high school diploma or equivalent (GED).</p> <p>Must be at least 18 years of age.</p> <p>Must be able to read and write in English.</p> <p>Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command and State Human Resources.</p> <p>Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as Statewide Financial System (SFS), GFEBS and Statewide Learning Management System (SLMS) as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>NYS Real Estate Broker or Sales License preferred.</p> <p>In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed – dependent on current regulation, a SECRET clearance may be required.</p>

	<p>*Other combinations of education and work experience, including military, may be considered, however, candidate for the Real Estate Specialist 2 must demonstrate direct relevance to the job duties and abilities noted above and combine to at least five (5) years of education and full-time experience and must demonstrate direct relevance to the job duties and abilities noted above.</p> <p>At all times, the employee <u>MUST</u> maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p><u>NOTE:</u> Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.</p>
How to Apply:	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>BY MAIL: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><u>Vagueness and omissions will not be resolved in your favor.</u></p> <p>For questions, please reach out to Sate Human Resources at (518) 786-4830</p> <p>This vacancy announcement will be posted until filled. Vacancy announcements can be closed 15 days after the original posting date listed below.</p>
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM

	<p>QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
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	<p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
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<p>POSTED: NOVEMBER 19, 2025</p>

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New York State is an Equal Opportunity/Affirmative Action Employer.