



Oklahoma Department of Central Services

Recruitment Announcement

Announcement No: 12-40
Position Name: Land Inventory Management Specialist
Position Number: 58000581
Position Code/Level: 0167
Pay Band: 0
Hiring Rate: 3,750.00
Number of Vacancies: 1
Location: Will Rogers Bldg, 2401 N Lincoln Blvd, OKC
Applicant Source: All Sources
Beginning Date: 03/29/2012
Ending Date: 04/12/2012 at the end of business

Major Work Duties:

CAP/Real Property: This position is assigned the program responsibilities of assisting State Agencies with real estate transactions; collecting, maintaining and retrieving information regarding real property owned or leased by the State of Oklahoma and providing other research, coordination or recommendations concerning the State's real property inventory. Knowledge of real estate and land lease laws and regulations, including Oklahoma statutes on state-owned or managed property; general knowledge of organization and record keeping; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing; ability to exercise good judgment in analyzing situations and making decisions; and ability to organize and present facts and opinions.

Probationary or trial period will be required, if applicable.**Education & Experience**

Bachelor's degree and one year of experience in real estate and leasing; or equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education.

Method of Application:

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system (www.opm.ok.gov)

NOTE: If this posting is for an unclassified position, applicants may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or dcs-hr@dcs.state.ok.us