



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

*** OPEN RECRUITMENT ***

REAL PROPERTY SPECIALIST I (4902)

SALARY: \$34,113 -- \$57,567 CLOSING DATE: July 10, 2008
Salary Effective: 7/1/08

DESCRIPTION: This is the **entry level** of real estate work in the acquisition, disposal, management or appraisal of property for the Maryland Department of Transportation. Employees perform tasks associated with the delivery of real estate services in a transportation program and handle duties related to valuation, negotiation, relocation assistance, property management and general administrative duties. The employee functions as a generalist in the real estate profession rather than specializing in any particular aspect. Employees in this classification receive close supervision from a Real Property Supervisor or other designated official. Work is performed in an office setting and in the field, and may require on-site property inspections and wearing of protective clothing. Employees may be subject to Statewide assignments as required. **The current vacancy exists at the State Highway Administration (SHA) in Baltimore, MD. The eligible list resulting from this recruitment may be used to fill other Real Property Specialist I vacancies throughout MDOT's Modal Administrations.**

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from an accredited college or university.

Experience: None.

Note: Additional experience in professional or technical real estate work with a condemning authority may be substituted on a year-for-year basis for the **required college education.**

Licenses, Registrations and Certificates: Employees in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

Special Requirements:

1. Employees may be subject to Statewide assignment which may occasionally require overnight travel.
2. Employees must be willing and available for duty at such hours, day or night, as may be required in order to respond to agency operations

TO APPLY: You must complete a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. Qualified applicants may be subject to background and reference checks. **The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore it is important that you provide complete and accurate information.** For an application, please call 410-865-1073. Mail your application to: **Recruitment and Examinations Unit, 7201 Corporate Center Drive, P.O. Box 548, Mail Stop 140, Hanover, MD 21076, or you may apply online at <https://jobs.mdod.state.md.us>.** Your application must be postmarked or received by **7/10/08**. Applications sent without sufficient postage **will not** be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date **will not** be accepted. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 6/23/08