



The Department of Personnel Services, Employment Services Division announces the exam for:

Real Estate Specialist

Exam # 29322-19-0

Approximate Monthly Salary: \$3,734.04 - \$4,537.92

DESCRIPTION

Under general supervision, the Real Estate Specialist performs a variety of paraprofessional and specialized technical and administrative support duties related to the areas of appraisal, negotiation, acquisition, sale, leasing, asset management, property management, document recording, title escrow, and other related areas of the governmental real estate field.

MINIMUM QUALIFICATIONS

Either: 1. Two years of experience in the class of Senior Office Assistant or Office Specialist in Sacramento County service;

Or: 2. An Associate of Arts/Science Degree or higher from an accredited college in Business Administration, Real Estate, Communications, or other related field.

Or: 3. Two years of experience providing administrative support in governmental or commercial real estate with responsibilities that included one or more of the following: assisting in the preparation of appraisal reports, performing real estate market research, securing title, processing lease agreements, escrow processing, researching title, or managing facilities and real property.

Filing Deadline: 5:00 PM on July 16, 2019

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."