

U.S. National Parks Service Experienced Service Program (ESP) OPEN POSITION



LAKWOOD, CO

Realty Specialist

LEVEL II

The Center for Workforce Inclusion is recruiting for a Realty Specialist position within the Experience Service Program (ESP) that provides support to the United States Department of the Interior, National Parks Services (NPS) in Lakewood, CO.

ROLE AND RESPONSIBILITIES:

Advises and assists units of the national park system with all aspects of right of way (ROW) permit applications for new and existing utilities or telecommunications facilities. Ensures all permit applications are complete and are processed in conformance with applicable regulations and policies. Extensive coordination with park staff, permit applicants, appraisers, Solicitors, consultants, and a variety of other NPS personnel.

- Reviews and evaluates Right of Way (ROW) permit applications received by park units for utilities and telecommunications uses within the parks. Advises parks and applicants on completeness of applications, NPS policies, and other permitting requirements. Reviews and approves of permit application materials such as land surveys, legal descriptions, designs and plans, corporate establishment documentation, etc
- Prepares or reviews the park's draft of ROW permits, coordinates valuation appraisals when use and occupancy fees will be charged, coordinates the technical review of telecom facilities by the NPS Radio Program Management Program.
- Participates in coordination meetings or calls with park staff and/or permit applicants throughout the permitting process. Interacts extensively with the NPS Regional ROW Coordinator, national ROW Program staff, management, park superintendents, and park division leads.
- Submits requests for Solicitor's opinions and informal advice from Solicitor's office attorneys. Prepares and submits orders for valuation appraisals by the DOI, Appraisal and Valuations Services Office (AVSO).
- Participates as a ROW aspect contributor in the development of Environmental Assessments and other compliance efforts. Ensures the satisfactory completion of all pre-requisite environmental compliance required by NEPA and NHPA Section 106, prior to issuance of ROW permits.
- Collects all pertinent data and inputs it into the NPS Use manager database.
- Miscellaneous other matters such as responses to FOIA's, requests for reporting data, guidance on cost recovery requirements, and other duties.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; AA or certificate; 10 years in related field; MS Office Suite. Strong organizational skills; work well independently and be creative in developing new and streamlined ways of organizing and compiling information in response to requests. Excellent communication skills and interact well with people from all areas within the agency. Some travel required.

HOURS & COMPENSATION: Part-Time position working 24 hours per week @ \$30 per hour.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type Realty Specialist.

The Center for Workforce Inclusion provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.