

**Announcement Date:** April 25, 2007

**State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)**

**REAL ESTATE SPECIALIST I – 10971  
\$26,620.80 - \$40,456.80**

**Department:** Various  
**Location:** Various

### **TYPE OF EXAMINATION**

An **open-competitive** register will be established for this classification. Qualified applicants will be evaluated based upon their training and experience as shown on their application. Applicants should describe their experience in detail. This evaluation will comprise 100% of the applicant's final score.

### **QUALIFICATIONS NEEDED TO APPLY**

**You must have all of the following to qualify:**

- High School Diploma or GED
- One year of responsible administrative or managerial experience to include six months of experience in real estate management

### **KIND OF WORK**

This is real estate management work involving property leases in a small to intermediate size real estate program for a state agency or accomplishing some aspects of real estate management duties in the largest state real estate management programs. Employees independently prepare for and execute new leases or the renewal of leases for non-complex programs. Work involves basic research concerning site selection, availability of suitable structures, renovation needs on existing buildings being considered for lease and/or lease renewal, community reaction to the location and activity conducted at the site, community demand, traffic flow, etc., leading to a successful lease.

### **HOW TO APPLY**

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 16, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

***Individuals currently on the register MUST reapply to remain eligible for employment.***  
**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.