



Real Estate Officer

Exam Code: 6PB21

Department: Department of General Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Real Estate Officer – \$3,895.00 - \$6,032.00 per month

[View the Real Estate Officer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Real Estate Officer

Either 1

Equivalent to graduation from college with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Registration as a senior in an accredited college or university or equivalent institution approved by the

California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or 2

Experience: Two years of technical experience performing work in one or more of the following: (1) appraisal or acquisition work involving fair market value as applied to transfer and sale of real property; (2) commercial leasing; (3) leased facilities program development; (4) management of commercial rental properties; (5) portfolio management; (6) facility planning; or (7) asset enhancement of real property [experience in real estate sales or transfers will not be considered equivalent to the appraisal or acquisition work referenced in (1) above]. **And**

Education: Equivalent to completion of an associate of arts degree with major work in Business Administration, Real Estate, Marketing, Urban Development, Economics, or a related field. (Additional qualifying experience may be substituted on a year-for-year basis.)

Or 3

One year of experience in the California state service performing the duties of a class comparable in level of responsibility to a Management Services Technician, Range B, in an assignment involving the appraisal, acquisition, sale, and asset enhancement of real property, and the leasing and asset enhancement of commercial space. (Persons with six months of qualifying experience in the California state service may compete in the examination; however, one year of experience must be completed before they can be considered eligible for appointment.)

POSITION DESCRIPTION

Real Estate Officer

This is the entry level training class and first working level in the series. Under the close supervision of a higher level Real Estate Officer, incumbents perform the less-difficult tasks related to the appraisal, acquisition, sale, and management of real property and the leasing and management of commercial space. Incumbents secure commercial leases of average difficulty, make simple appraisals, and perform routine negotiations for the purchase, sale, lease, rental, or donation of lands improvements but no authority to commit funds, and easements.

Based on the appropriate alternate range criteria, incumbents advance to Range C and are assigned progressively more complex real estate work as their competence increases.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Factors involved in appraising property
2. Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases
3. Legal procedures and documents involved in real property transactions
4. Real property law concerned with acquisition, eminent domain, leasing, and sale of real property
5. Rural and urban property values and the effect of economic trends upon value, price, and construction cost of improvements
6. Portfolio management
7. Due diligence
8. Negotiation for and asset enhancement of leased commercial space
9. Facility planning
10. Asset enhancement of real property
11. Common methods of legally describing real property

Ability to:

1. Understand and apply the laws, policies, rules, and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes
2. Negotiate effectively
3. Appraise real property accurately
4. Read and interpret maps, plans, and data relating to property locations
5. Write clear and concise reports
6. Analyze situations and data accurately and adopt an effective course of action
7. Establish and maintain cooperative relations with those contacted in the course of the work
8. Communicate effectively

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Real Estate Officer** classification will be established for:

Department of General Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Real Estate Officer Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Real Estate Officer examination](#)

TESTING DEPARTMENTS

Department of General Services

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of General Services
Office of Human Resources
Mailing address: P.O. BOX 989052
West Sacramento, CA 95798-9052

Street Address: 707 Third Street, 7th Floor
West Sacramento, CA 95605
Phone: 916-376-5400

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental

promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.