

**POSITION ANNOUNCEMENT
COMMISSIONERS OF THE LAND OFFICE**

The following Unclassified position for the Real Estate Management Division is announced on November 10, 2021.

Job Title: Real Estate Management Specialist, overseeing Kay & Pawnee Counties
Annual Salary Range: \$36,000 - \$50,000

The Secretary for the Commissioners of the Land Office (“CLO”) seeks applicants for the position of Real Estate Management Specialist (“REMS”) in the Real Estate Management Division.

The position reports directly to a REMS Coordinator / Assistant Director / Director of the Real Estate Management Division. The successful candidate must have a bachelor’s degree in agriculture, business, or related field or a combination of education and experience applicable to job functions. Applicants must possess a valid driver’s license and be able to lawfully operate a motor vehicle. Potential employees are expected to reside within or adjacent to the coverage area, Kay and Pawnee Counties.

Experience and expertise should include knowledge of: farming, ranching, and outdoor recreation management; soil types and basic land management practices; appropriate laws, rules and regulations pertaining to land management and soil conservation; general business practices that will assist in the management of farm and ranch land; and of public relations. Ability is required to: follow instructions; establish and maintain effective working relationships; communicate effectively, both orally and in writing; interpret complex material; and analyze situations and adopt appropriate courses of action.

Skills required include: excellent oral, written, and interpersonal skills; ability to deal with and work within diverse environments; self-motivated with strong organizational skills, thoroughness, and attention to detail, as evidenced through prior experience; ability to set priorities and organize time efficiently; and ability to handle multiple demands.

Preference may be given to candidates:

- Possessing a master’s degree with relevant coursework
- Experienced in a related career field(s)
- Qualified to complete USPAP appraisals

Visit <https://clo.ok.gov/agency/careers/> to obtain a CLO employment application and learn more about the CLO.

Applicants must submit a CLO employment application, resume, and cover letter to:

*Anthony N. Ruiz, Assistant Director of the Real Estate Management Division
anthony.ruiz@clo.ok.gov
405-521-4127*

Closing Date: Wednesday, November 24, 2021 (position is open until filled)

All job offers will be contingent upon passing a criminal background check.

The Commissioners of the Land Office is an Equal Opportunity Employer.