

Human Resources
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<https://clo.ok.gov/agency/careers/>



VACANCY-REAL ESTATE MANAGEMENT SPECIALIST

Date: DECEMBER 2021
Job Classification Code: 7418
FLSA Classification: Exempt
Job Levels/Salary Grade: \$36,000.00- 50,000.00
Job type: Full-Time
Work hours: Standard
Reports to: Real Estate Management Specialist Coordinator
Supervisory Position: N/A
Assigned Territory: Canadian, Cleveland, Garvin, Grady, McClain, McCurtain, Oklahoma, and Pottawatomie Counties

GENERAL DESCRIPTION

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 (“REMD”). The position reports to a REMS Coordinator, the Assistant Director, and Director of the Real Estate Management Division.

This position work is related to the management, inspection, appraisal, soil conservation, pollution abatement, and the leasing and selling of agriculture and commercial acreage under the jurisdiction of the CLO.

MINIMUM QUALIFICATION

• REQUIRED EDUCATION/EXPERIENCE

- Bachelor’s Degree in Agriculture, Business, Finance, and/or a closely related field.
 - Master’s Degree in Agriculture, Business, Finance, and/or a closely related field is preferred.
- Two (2) years of experience in land management, soil conservation, as an agricultural extension agent, farm or ranch manager, range management specialist, and/or agricultural loan officer is preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Experience and expertise should include knowledge of 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.

EXAMPLES OF WORK PERFORMED & ESSENTIAL FUNCTIONS

- Inspects and evaluates trust lands to ensure lessee’s compliance with Commission rules, regulations, policies, and pertinent state laws.
- Ensures compliance with proper tillage methods, soil and water conservation methods, proper ratio of livestock for pasture and grazing purposes, and appropriate environmental and pollution standards.

- Performs appraisal of trust land for the purposes of lease, sale, commercial, easement, condemnations, or appraisals of other conveyances of interest.
- Develops comprehensive soil conservation programs to prevent soil erosion and damage and long-range programs to enhance the production potential of trust surface acres; makes detailed surveys needed for the design of agricultural engineering projects and prepares feasibility studies on tracts of land requiring extensive conservation work or land use changes because of oil or gas pollution or other environmental changes.
- Utilizes Geographic Information Systems to assist in determining soil content of tracts to enhance production, to prevent overgrazing of leased tracts, and to assist in soil and water conservation projects and pollution abatement.
- Perform assigned duties in a training status, under immediate supervision, to ensure skills in the management of the surface acres under the jurisdiction of the CLO. Shall learn proper inspection procedures to ensure compliance with the terms of the lease of surface acres, conservation practices which include the proper techniques of soil tillage, livestock grazing, and appropriate environmental and pollution standards for trust lands, and will receive on-going on-the-job training and assistance with appraisals of various types concerning trust lands.

SUPERVISORY RESPONSIBILITIES

N/A

WORK ENVIRONMENT

Assigned to specific territory- typically covering two (2) or more countries. Remote/home office with extensive field visits and interactions within set territory.

TRAVEL

Frequent travel within assigned territory with routine scheduled travel to CLO main headquarters in Oklahoma City. Occasional overnight stays: at times overnight stays may be extended for trainings, conferences, and related required travel.

EEO STATEMENT

The Oklahoma Commissioners of Land Office (OCLO) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, OCLO complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description has been reviewed and approved by the Hiring/Supervising Manager. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

QUALIFIED APPLICANTS MUST SUBMIT A CLO EMPLOYMENT APPLICATION, RESUME, AND

COVER LETTER TO:

CLO Human Resources

CLO.HR@clo.ok.gov

405-521-4015

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

Review of applications will begin immediately. The deadline to apply is Friday, January 28, 2022.

For questions about this position, please contact the hiring manager at:

Anthony N. Ruiz, Assistant Director of the Real Estate Management Division

Anthony.Ruiz@clo.ok.gov

405-521-4127