



Real Property Coordinator I

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**Details**

**Job ID : 344**

**Title :** Real Property Coordinator I

**Job Code :** 814

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Administrative Services - Real Property

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**Purpose**

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

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**Required Qualifications**

**Education :** 2 Year Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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**Job Required Knowledge**

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION MANAGEMENT, LEASING, OR RELATED FIELD

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**Job Skills/Abilities**

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

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**Job Duties**

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED