



## Design Specialist I

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### Details

Job ID : 406

**Title :** Design Specialist I

**Job Code :** 840

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

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Administrative Services - Real Property

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### Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

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### Required Qualifications

**Education :** 2 Year College 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 CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION MANAGMENT, LEASING OR RELATED FIELD

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### Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

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### Job Duties

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED