



Design Specialist III

Details

Job ID : 419

Title : Design Specialist III

Job Code : 1040

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS DESIGN SPECIALIST II

Job Skills/Abilities

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

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