

The [U.S. General Services Administration](#) is currently recruiting qualified Candidates eligible for appointment under the Schedule A Hiring Authority for Persons with Disabilities.

Position Title: Realty Services Specialist

Position Location: Philadelphia, PA

Job Description: As a Realty Specialist with GSA, you will oversee and proactively manage federal lease projects, integrating technical realty and project management knowledge to effect on budget projects that meet customer requirements. Additional responsibilities of the position entail:

- Preparing, soliciting, and awarding lease contracts.
- Serving as a contact for customer agencies requesting varied workplace solutions including space related services and supplies offered by GSA.
- Inspecting repair and alterations projects and initial build-outs.
- Performing a variety of real estate work related to the acquisition of real property and/or the management of federally owned, leased and/or delegated space, based on needs identified through the customer

Qualifications Required: Interested candidates must possess one of the following:

A. Specialized Experience: At least one year of specialized experience equivalent to the GS-07 level of the federal service. Specialized experience involves performing routine commercial realty work assignments and projects. The work is reviewed for adequacy and compliance with realty policy and regulation. This experience must include communicating with a variety of individuals to analyze and solve realty problems; applying basic real estate contract law; and assisting others with preparation of realty documents and contractual agreements. **-OR-**

B. Graduate Education: A master`s or equivalent level degree or 2 full years of progressively higher level graduate education leading to such a degree or an LL.B. or JD. **-OR-**

C. A combination of graduate level education and appropriate experience that together meet the qualification requirements of this position

Starting Salary: federal GS-09 grade level - \$51,126 annually (with career growth to the federal GS-12 level after two years- \$74,142+)

Benefits:

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

How to Apply: In order to receive consideration, interested candidates should e-mail the following documentation to maeve.spatt@gsa.gov no later than Monday, April 14th:

1. Resume
2. Unofficial Transcript
3. Proof of disability

In order to be eligible for employment through the Schedule A non-competitive process, documentation of the disability is required. Such documentation is used to verify that the individual being hired is indeed a person with an intellectual disability, severe physical disability, or psychiatric disability. This documentation must be provided to the hiring agency before an individual can be hired. Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

Please do not hesitate to contact me with any questions.

Thank you!

Maeve Spatt

Human Resources Consultant
U.S. General Services Administration

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