

**COMMONWEALTH OF PENNSYLVANIA**  
invites applications for:



**Real Estate Division Chief, Game  
Commission**

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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<b>SALARY:</b>	\$68,929.00 - \$104,685.00 Annually
<b>JOB TYPE:</b>	Civil Service Permanent Full-Time
<b>DEPARTMENT:</b>	Game Commission
<b>LOCATION:</b>	Dauphin County
<b>OPENING DATE:</b>	06/28/22
<b>CLOSING DATE:</b>	07/11/22 11:59 PM
<b>JOB CODE:</b>	17280
<b>POSITION NUMBER:</b>	00088716
<b>UNION:</b>	Non Union
<b>BARGAINING UNIT:</b>	B3
<b>PAY GROUP:</b>	ST09
<b>BUREAU/DIVISION CODE:</b>	00236600
<b>BUREAU/DIVISION:</b>	Bureau of Wildlife Habitat Management/Real Estate Division
<b>WORKSITE ADDRESS:</b>	2001 Elmerton Avenue
<b>CITY:</b>	Harrisburg, Pennsylvania
<b>ZIP CODE:</b>	17110
<b>CONTACT NAME:</b>	Lisa Houck
<b>CONTACT PHONE:</b>	717.787.7836
<b>CONTACT EMAIL:</b>	gamevacancybids@pa.gov

**THE POSITION:**

The Pennsylvania Game Commission is looking to hire a Real Estate Division Chief for their Bureau of Wildlife Habitat Management. Apply to this unique opportunity and join our amazing team today!

**DESCRIPTION OF WORK:**

In this position, you will serve as the Chief of the Division of Real Estate, and will be responsible for planning, developing, coordinating, and directing the statewide land acquisition program for the Pennsylvania Game Commission.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

**Work Schedule and Additional Information:**

- Full-time employment.
- Work hours are 7:45 am to 4:00 pm, Monday - Friday, with 45-minute lunch.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

### **QUALIFICATIONS**

**Minimum Experience and Training Requirements:**

- Four years of technical experience in real estate brokerage work, including two years in a supervisory capacity in this environment; and a Bachelor's degree; **or**
- Any equivalent combination of experience and training.

**Other Requirements:**

- [PA residency requirement](#) is currently **waived** for this title.
- You must be able to perform essential job functions.

**How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

**Veterans:**

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

**EXAMINATION INFORMATION:**

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
  - your score may be lower than deserved.
  - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Job #CS-2022-24316-17280  
 REAL ESTATE DIVISION CHIEF, GAME COMMISSION  
 OE

OUR OFFICE IS LOCATED AT:  
 613 North Street  
 Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

**Real Estate Division Chief, Game Commission Supplemental Questionnaire**

1. Do you possess two or more years of full-time technical experience in real estate brokerage work in a supervisory capacity?
  - Yes
  - No
- \* 2. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- \* 3. How many years of full-time technical experience in real estate brokerage work do you possess?
  - 4 years or more
  - 3 but less than 4 years
  - 2 but less than 3 years
  - 1 but less than 2 years
  - Less than 1 year
  - None
- \* 4. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if

you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- \* 5. How much graduate coursework have you completed in natural resource management, conservation, environmental studies, business administration, legal studies, or closely related field involving land protection and conservation?

If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted. If you answer this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit <https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- 30 credits or more  
 Less than 30 credits  
 None

- \* 6. You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application, or result in a lower-than-deserved score or disqualification. You **must** complete the application **and** answer the supplemental questions. Resumes, cover letters, and similar documents will **not** be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

**If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.**

If you have general questions regarding the application and hiring process, please refer to our [FAQ page](#).

- Yes

- \* 7. **WORK BEHAVIOR 1 – NEGOTIATING REAL ESTATE TRANSACTIONS**

Serves as chief negotiator of real estate transactions including sales, acquisitions, and exchanges. This includes: • Facilitating partnerships, generating leads, and establishing relationships through landowner outreach and interaction. • Interpreting and explaining

laws, policies, and procedures related to the potential transfer, sale, or lease of real estate for public use. • Presenting and explaining settlement offers to property owners to negotiate consent for right of entry to private property.

### **Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience leading the negotiations of real estate transactions for sales, acquisitions, or exchanges.
- B. I have experience as a member of a team negotiating real estate transactions for sales, acquisitions, or exchanges.
- C. I have experience interpreting and explaining laws, policies, and procedures related to the potential transfer, sale, or lease of real estate; OR I have experience negotiating an agreement for an area other than real estate.
- D. I have successfully completed college-level coursework related to negotiation, leadership, or communications.
- E. I have NO experience or education related to this work behavior.
- \* 8. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.
1. The name(s) of the employer(s) where you gained this experience
  2. Your experience negotiating real estate transactions or other types of agreements
  3. Your experience interpreting and explaining laws, policies, and procedures related to the potential transfer, sale, or lease of real estate
  4. Your level of responsibility
- \* 9. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.
1. College/University
  2. Course Title
  3. Credits/Clock Hours

\* 10. **WORK BEHAVIOR 2 – SUPERVISION**

Performs the full range of supervisory duties. This includes planning, organizing, delegating, and reviewing work/projects; establishing priorities and timeframes for completion of work; monitoring time and attendance; approving leave; evaluating employee performance; interviewing and recommending selection of applicants for hire and promotion; and identifying training needs and providing (or arranging) training to staff.

### **Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience supervising subordinate supervisory staff. I have interviewed and hired staff, rated work performance, established priorities, counseled employees, identified training needs, and approved leave.
- B. I have experience as a first-level supervisor responsible for non-supervisory staff. I

have interviewed and hired staff, rated work performance, established priorities, counseled employees, identified training needs, and approved leave. I do not have experience supervising subordinate supervisory staff.

C. I have successfully completed college-level coursework or training related to supervisory development, labor relations, or human resource management, but I do not have at least six months of supervisory experience in a work setting.

D. I have NO experience or education related to this work behavior.

- \* 11. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. Your duties you performed as a supervisor
3. Your level of responsibility (2nd level supervision, 1st level supervision, etc.)

- \* 12. If you have selected the level of performance pertaining to college coursework or training, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University/Training Source
2. Course Title
3. Credits/Clock Hours

\* 13. **WORK BEHAVIOR 3 – PROGRAM MANAGEMENT**

Plans, directs, and implements short and long-term plans with goals, objectives and priorities for land preservation and conservation programs. Conducts evaluations to determine effectiveness of these programs. This includes creating a timeline and managing and evaluating projects; preparing and monitoring budgets; developing long and short-range plans; developing and monitoring the implementation of new or revised procedures; and identifying, prioritizing, solutions.

**Levels of Performance**

Select the Level of Performance that best describes your claim.

A. I have experience planning and implementing short and long-term plans for land preservation and/or conservation program goals, objectives, and priorities.

B. I have experience planning and implementing short and long-term plans for program goals, objectives, and priorities. This experience is not related to land protection or conservation.

C. I have experience implementing short and long-term plans for program goals, objectives, and priorities; however, I have not planned programs.

D. I have successfully completed college-level coursework related to natural resource management, conservation, or environmental studies.

E. I have NO experience or education related to this work behavior.

- \* 14. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. Your experience planning and/or implementing short and long-term plans with goals, objectives, and priorities for land preservation and/or conservation programs or any other types of programs
3. The actual duties you performed
4. Your level of responsibility

- \* 15. If you have selected the level of performance pertaining to college coursework, please provide your responses to the three items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- \* 16. **WORK BEHAVIOR 4 – CONFLICT RESOLUTION**

Administers the settlement of land disputes by meeting with Assistant Counsel and Chief Counsel to reach a resolution on disputed lands. Resolves encroachments and trespassing incidents upon Commission owned lands. Makes decisions on how to resolve the incidents (i.e., lawsuit, develop an exchange, etc.). Mediates conflict in a legal dispute by mediating, negotiating, and compromising.

#### **Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience mediating conflict by resolving legal disputes related to real estate. I was responsible for making the final decision for resolution.
- B. I have experience as a member of a team resolving legal disputes related to real estate. I made recommendations, but I was not responsible for making the final decision for resolution.
- C. I have successfully completed college-level coursework related to managing conflict or communications.
- D. I have NO experience or education related to this work behavior.

- \* 17. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. Your experience mediating conflict/resolving legal disputes related to real estate
3. The actual duties you performed
4. Your level of responsibility

- \* 18. If you have selected the level of performance pertaining to college coursework, please provide your responses to the items listed below. If you indicated you have no education/training related to this work behavior, type N/A in the text box below.

1. College/University
2. Course Title

### 3. Credits/Clock Hours

\* Required Question