

Commonwealth of Pennsylvania

POSITION DESCRIPTION FOR JOB POSTING**Position Number: 00077818****Description Activated On: 6/5/2026 10:44:21 AM**

Position Purpose: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This is a professional position that involves independently evaluating and preparing complex documents that will assist in the management and development of the Department of Conservation and Natural Resources statewide Land Acquisition/Disposition program.

Description of Duties: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

1. Coordinates and liaises with the Bureaus of Forestry, State Parks, Recreation and Conservation, Facility Design and Construction, and the Office of Chief Counsel involving statewide land acquisition or disposition or disputes.
2. Prepares legal documents, such as Title Work, Agreements of Sale, Deeds, and Easements, to effectuate the acquisition, disposition, and exchange of State Forest and State Park land. This could include the development and circulation of sales agreements and closing documentation for state forests and state parks.
3. Reviews, investigates, and reports on any concerns in legal documents as prepared by this position or others (conservancies, attorneys, etc.) such as Agreements of Sale, Deeds, Easements, and Title Abstracts, for the acquisition, disposition, and exchange of State Forest and Park land. In the event changes are necessary, those changes are annotated and communicated to originator of said document for corrective action.
4. Conducts initial reviews of mapping, surveys, and sub-divisions, for correctness with regards to DCNR State Forest and State Park land acquisitions, dispositions, and exchanges, in coordination with Surveyors in the Bureau of Facility Design and Construction when necessary. In the event changes are necessary, those changes are annotated and communicated to originator of said document for corrective action.
5. Conducts comparable sales data searches through real estate multi-lists, county courthouse records, or other data sources and verifies sales data.
6. Communicates with potential partner organizations, landowners, and other state agencies, regarding the Department's processes, policies, regulations and requirements concerning statewide land acquisitions or exchanges.
7. Provides expert feedback to state forest and state parks regarding any concerns or items of note in title reports and abstracts. This also includes conducting research-traveling to courthouses to pull deeds- on gaps in title or necessary additional documents. Reviews title commitments and associated documents (i.e. Schedule B2 documents).
8. Investigates all legal and/or restrictive covenants pursuant to land acquisitions. To include studies of any pertinent easements, rights-of-way, subsurface ownership, and other restrictions as may be applicable.
9. Prepares deeds of transfer between the Commonwealth and outside parties. These documents are reviewed by the Office of Chief Counsel.
10. Prepares Land Acquisition packages to be sent to the comptroller's office and Department of Treasury to include correct funding codes, maps, agreements and other documents as needed, in partnership with state parks and state forests.
11. Schedules real estate closings with real estate agents, landowners and/or land conservancies, and represent the Commonwealth at such. Preparing for closings also involves conducting the check pull process and when appropriate, storing the check appropriately in preparation for closings. Following closings, this position will be responsible for recording deeds at the appropriate county courthouse.
12. Prepares a packet of the appropriate paperwork for the Bureau of Facility Design and Construction Land Records Section to officially file DCNR land acquisition documents.
13. Prepares and sends appropriate paperwork to update counties on Payment in Lieu of Taxes, and county tax and clean and green records following the closing.

14. Researches property claims against the Department; wherein individuals, companies or governmental agencies may have a dispute as to common boundary lines, easements, rights-of-way, title (surface or subsurface) or any other land-related claim. May require meeting with individuals or their representatives to acquire information. When research is complete and a conclusion arrived upon, communicate the Department's position when necessary. Also, may require follow-up meetings or court appearance
15. Represents DCNR in meeting with attorneys, title abstractors, private individuals, and corporate representatives to provide instruction, assistance, and access to original Commonwealth files and documents to facilitate their research.
16. Appears in Courts of Law, Board of View, or Board of Properties' hearings as a Department witness, expert or otherwise, and provide written testimony to be exhibited in court.
17. Coordinates with the Bureau of Forestry, the Bureau of State Parks, the Bureau of Recreation and Conservation, Bureau of Facility Design and Construction, and the Office of Chief Counsel on any specialized property matters.
18. Other duties as assigned.

Decision Making: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

This position is responsible for administering complex real estate transactions for DCNR. This involves coordinating with the Bureaus of Forestry, State Parks, Facility Design and Construction, and Recreation and Conservation, as well as the Office of Chief Counsel, and partner organizations regarding land acquisition or disposition or disputes. The Land Conservation Property Reviewer position will involve preparing and reviewing a variety of legal and administrative documents associated with easements, disputes, and fee-simple acquisitions.

Requirements Profile: Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

Experience:

Licenses, registrations, or certifications:

1. Class C Driver's License
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

Essential Functions: Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Read and interpret deeds, and legal documents
2. Communicate effectively orally and in writing
3. Plan, organize and schedule work
4. Travel overnight
5. Express ideas
6. Legally operate a motor vehicle

7. Effectively use a personal computer
- 8.
- 9.
- 10.