

\*\*\*This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

## **Training and Experience Evaluation Preview Associate Real Estate Officer Department of General Services**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

### **Verification of References**

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

## **Instructions**

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

## **Tasks for Associate Real Estate Officer**

1. Negotiating or completing agreements for the lease, sale, acquisition, exchange, or transfer of commercial real property.
2. Preparing written recommendations to management or clients regarding the lease, sale, acquisition, exchange, transfer, valuations, long range planning, or strategic management of commercial real property.
3. Identifying suitability of sites for sale, acquisition, exchange, transfer or lease through various research methods (e.g., on-site inspections, evaluating zoning restrictions, title analysis, due diligence) or studies (e.g., market, infrastructure, feasibility, government code).
4. Analyzing real estate records or other data (e.g., title reports, appraisals, appraisal reviews, contracts, government codes financial reports, environmental reports, various studies) to make decisions regarding the acquisition, sale, exchange, lease, or transfer of commercial real property.
5. Providing technical expertise to external and/or internal clients on real estate issues (e.g., leases, titles, liens, encumbrances, market trends, appraisals, strategic and long range planning).
6. Reviewing real estate documents (e.g., leases, purchase and sale agreements, deeds, easements, titles reports, memorandum of understanding, inter-agency agreements, appraisals, various studies) prepared by staff or clients to ensure completeness and accuracy.

7. Analyzing commercial real estate market data, title, liens, encumbrances, partnership fillings, environmental documents, and/or ownership rights to effect the lease, sale, acquisition, exchange, valuation, or transfer of real property.
8. Determining the fair market value (e.g., market rents, market surveys) of commercial real property to make decisions regarding the lease, sale, acquisition, exchange, or transfer of property.