



**Position Title: Junior Real Estate Appraiser / Real Estate Advisor**

**Background:**

The position is located in the Department of State, Bureau of Overseas Buildings Operations, Planning and Real Estate, Office of Master Planning and Evaluations, Real Estate Evaluations Division (OBO/PRE/MPE/EV).

The Bureau of Overseas Buildings Operations (OBO) directs the worldwide overseas buildings program for the Department of State and the U.S. Government community serving abroad. In concert with other State Department bureaus, foreign affairs agencies, and Congress, OBO sets worldwide priorities for the design, construction, acquisition, maintenance, use, and sale of real properties and the use of sales proceeds.

The Real Estate Evaluations Division (EV) provides real estate appraisal and consulting services in support of a wide variety of actions for the Department.

**Duties:**

The duties of the position include, but are not limited to, the following tasks:

- Real Estate Appraisal and Appraisal Review
- Feasibility and Financial Analysis, Income Analyses, Lease vs. Buy Analyses and Development Analyses
- Negotiation Support
- New Embassy Site Search and Evaluation Support
- Market Survey and Fact Finding

**Professional Qualifications:**

- Must possess, at minimum, a Bachelor's degree from an accredited institution.
- Must possess, or be able to obtain and maintain a Secret level DISCO or DOD security clearance.
- Minimum of two (2) years experience in appraisal and/or appraisal review.
- Must exhibit mastery of the principles, practices, theories, and techniques of the professional field of appraisal and appraisal review.
- Must be proficient in real estate analysis and be capable of developing ad-hoc analyses to address specific problems/issues the Department is evaluating involving high-value complex real estate.
- Must have an excellent understanding of Excel based financial analysis and be able to perform credible analyses with limited data in some cases.



- Must have experience and be skilled in writing appraisals and appraisal reviews of commercial and residential properties.

**Skills:**

- Must be proficient in Microsoft Excel, PowerPoint, Word and Outlook.
- Must communicate clearly.
- Must be able to develop presentations and present data in an effective manner.

**Job Location:**

The position is located at the Bureau of Overseas Buildings Operations offices, 1701 N. Ft. Meyer Drive, Rosslyn, VA 22209

International travel may be required to fulfill responsibilities, but will be limited in scope and nature.

**Salary and Benefits:**

Salary will be commensurate with job duties and experience. Benefits include but are not limited to:

- Single coverage health and dental insurance (family coverage available)
- Matching 401K
- Medical, dependant day care and transportation flexible spending accounts
- 529 College Savings Plan
- 10 Paid Federal Holidays
- 3 Weeks Paid Vacation

*Interested candidates should send resumes via email to Kerry Brophy, Lead Recruiter, at [KBrophy@KASEMANLLC.com](mailto:KBrophy@KASEMANLLC.com).*

*For further information regarding the position, please contact David Banks at 703-728-7167, or via email at [DBanks@KASEMANLLC.com](mailto:DBanks@KASEMANLLC.com).*

*Applicants selected may be subject to a Kaseman background check and / or government security investigation and must meet eligibility requirements for access to classified information. EOE/M/F/V/D*