

## SUMMARY OF JOB RESPONSIBILITIES AND REQUIREMENTS

**JOB TITLE:** Real Estate Analyst  
**REQUISITION:** TRA0026  
**DEPARTMENT:** Real Estate Services  
**LOCATION:** Topeka General Office, Topeka, KS  
**PAY GRADE:** PR1, PR2, PR3, CR2, SP1  
**PAY RANGE:** PR1 - \$42,800 - \$53,500  
PR2 - \$48,800 - \$61,000  
PR3 - \$55,600 - \$69,500  
CR2 - \$64,800 - \$81,000  
SP1 - \$79,000 - \$98,800

**INTERESTED CANDIDATES  
CAN APPLY [HERE](#):**

**Scheduled Work Hours:** Monday - Friday 8:00 a.m. - 5:00 p.m. Job may require additional hours with short notice including evenings.

### **Summary of Primary Duties and Responsibilities:**

Under general direction, this position is responsible for providing real estate services and support to transmission line engineering and construction operations, distribution power delivery and generation. The position supports the business aspects of Real Estate Services and provides consistent communication, support and training for existing procedures within RES and internal customers.

This position is responsible for all invoices, including invoice control for landowners and ensuring compliance between the contract and invoices from contract agencies. Duties include maintaining and negotiating new sites and renewals for Company real estate leases. Coordinate and analyze the Real Estate Department budget and real estate portion of business unit project budgets and expenditures to forecast and develop reports on expectancies to department and project managers. Duties also include document management and retention, including providing assistance, data entry and support for Content Manager, the inventory database for rights obtained by Westar. The person in this position will prepare and review real estate documents, research and report on real estate issues including ownership, easement right interpretation, economic analysis and feasibility studies to advise Manager and business units on land ownership, purchase and disposal issues. This position will receive initial guidance and supervision from other real estate services staff and will be required to coordinate and perform activities working with operations personnel at multiple locations.

### **Education and Experience Requirements:**

The ideal candidate will have Bachelor's degree in real estate, business, communications or other related field and one year of real estate experience. Experience in the acquisition of right of way, title research, appraisal and mapping preferred.

### **Skills, Knowledge, and Abilities:**

- The ability and willingness to quickly learn and understand a broad range of real estate issues unique to Westar
- Possess skill in oral and written communications, including the ability to prepare clear concise reports and presentations
- Possess problem solving, negotiation and thorough use of tact, logic, creativity, assertiveness, sensitivity and effective listening
- Ability to handle multiple priorities, analyze and make decisions, and process information in an organized, timely and accurate manner
- Ability to meet deadlines and adapt to changing technologies and environments.
- Proficient in Microsoft Office Software required
- Proficient with PeopleSoft preferred

**Licenses, Certifications, Bonding, and/or Testing Required:**

Successful candidate must possess and maintain a valid driver's license.

**Working Conditions:**

Conditions will vary from office to field environments. Must be able to work additional hours on short notice. Some travel with overnight stays is required. Must have satisfactory work record including good attendance.

**Disclaimer:**

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**About Westar Energy**

As the largest electric utility in Kansas, Westar Energy is headquartered in Topeka. The company employs about 2,400 people and serves more than 640,000 customers in much of east and east-central Kansas.

Our energy centers in eight Kansas cities generate nearly 6,000 megawatts of electricity, and we operate and coordinate about 35,000 miles of transmission and distribution lines.

Our goal is to become a preferred energy provider, both inside and outside our service territory.

As the largest producer of wind energy in Kansas, Westar Energy was the first company to introduce commercial wind applications in Kansas. Westar Energy has wind farms in the state that produce 295 megawatts of power annually. This represents 6 percent of customers' peak demand being met by wind energy alone.