

7990
REAL ESTATE ASSOCIATE

Nature of Work

Under close supervision, performs entry-level professional work gathering information on real property via courthouse records, site visits, and direct contact with property owners or performing work in real estate transaction processing. Travel may be required. Performs related work as required.

Distinguishing Characteristics

These positions work under close supervision, learning the basics of acquisition, negotiation, relocation, and property management or work on non-complex transactions. Work is performed with more independence as proficiency is developed.

Examples of Work

Researches real property sales data from courthouse records for appraisals; verifies prices for real property through contact with buyers and sellers.

Assists occupants of acquired properties in finding replacement properties.

Assists higher level staff in the selection and acquisition of building and office space required by state agencies in the determination of fair rental value, the negotiation of leases and in finding resolutions to leasing and property management issues.

Assists higher level staff in documenting and photographing agency locations throughout the state.

Researches availability of property on the open market.

Knowledge, Skills and Abilities

Knowledge of theories, methods, trends, and techniques of real property acquisition, property management, and real estate markets.

Knowledge of state and federal laws, rules and regulations as applied to real estate activities of the agency.

Knowledge of property values, real estate financing, property management principles and salvage methods.

Knowledge of basic math and economic principles.

Skill in the use of a variety of desktop software for presentations, spreadsheets, graphics, and website development and maintenance.

Ability to note errors in detailed documents.

Ability to compile, document, and present facts.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's Degree from a regionally accredited college or university.

Substitution: Full-time or equivalent part-time paid experience related to real estate, lease, facility or contract management, real property appraising, real property acquisition, right-of-way work, or other related field experience may substitute for the required training at the rate of one (1) year of experience for 30 semester hours of coursework.

Established: 06/08/2018

Effective: 06/08/2018