

7991
REAL ESTATE SPECIALIST 1

Nature of Work

Under general supervision, performs full-performance level professional work facilitating the acquisition of land or property, conducting real estate transaction projects and leasing/lease management of real property for State agencies on a statewide basis, or research property information and deeds. May communicate with landowners and provide general information and, if necessary, relocation information and assistance. Travel may be required. Performs related work as required.

Distinguishing Characteristics

These positions are distinguished by the full-performance level of work and independence of action to obtain desired results on complex assignments without constant guidance and assistance.

Examples of Work

Negotiates leases and purchases, provides relocation assistance, conducts research or manages property; reviews leases approaching expiration, evaluates leasing agency needs and recommends renewal, relocation or renewal with modifications.

Reviews and evaluates agency leasing needs, writing related documents.

Oversees routine renovations such as paint, carpet, limited wall builds and/or demolitions; may oversee minor electrical upgrades; provides coordination between the tenant, landlord and contractor to ensure the requested needs of the tenant are understood and all work is completed in accordance with state code, Americans with Disabilities Act (ADA), and fire and life safety requirements; ensures costs are within market rates and kept within the tenant's budget and timeline.

Handles all realty related functions necessary to implement reclamation projects to restore, reclaim, abate and prevent adverse effects of coal mining and/or hydraulic fracturing practices.

Conducts a variety of research, including courthouse records and other legal documents.

Prepares moderately complex cost or benefit analyses, preparing related documents.

May testify in court or at hearings.

May resolve complaints associated with property management.

May make presentations.

Knowledge, Skills and Abilities

Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, real estate markets and right-of-way engineering and surveying theories and techniques.

Knowledge of State and Federal laws, rules and regulations, title abstracting and various types of maps.

Knowledge of professional negotiation procedures and techniques.

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

Ability to research courthouse records.

Ability to negotiate with property owners.

Ability to handle all property management and/or relocation work in high volume districts.

Ability to determine fair market values of properties.

Ability to compile, document, and present facts.

Ability to use a computer and related software and apply mathematical formulae.

7991
REAL ESTATE SPECIALIST 1 (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

Minimum Qualifications

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

Substitution: Full-time or equivalent part-time paid experience as stated below may substitute for the required training at the rate of one (1) year of experience for 30 semester hours of coursework.

Experience: Three (3) years of 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.

Substitution: Successfully completed graduate level coursework from a regionally accredited college or university may substitute for the required experience at the rate of 15 semester hours for one (1) year of experience.

Established: 06/08/2018

Effective: 06/08/2018