

8391
REALTY TRAINEE

Nature of Work

Under direct supervision, works at a training level in the Division of Highways following a formal schedule of in-service classroom and field training designed to prepare the candidate for real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying. The final training months may involve simple negotiations, appraisals on non-complex, low value property, or related level property management or relocation work. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by its training nature. These positions will follow a formal schedule of in-service classroom and field training in the Division of Highways. Knowledge of real property/right-of-way theories and techniques is very limited. Work and training is performed under close supervision.

Examples of Work

Attends classes on fundamentals of real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying.
Accompanies professional level personnel while the latter complete their assigned functions in the field and/or office.
Researches real property sales data from courthouse records for use in making real property appraisals. Verifies prices for real property as they are reflected in courthouse records and ascertaining conditions surrounding such sales by contact with the buyers and sellers.
Assists occupants of real property being acquired by the Division of Highways in finding adequate replacement property through personal contact.
Gathers data from contact with real estate brokers and from newspaper advertisements concerning real property available on the open market for use by professional level personnel engaged in making replacement housing cost determinations or determining fair rental or purchase value of properties.

Knowledge, Skills and Abilities

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 learn real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying theories and techniques.
Ability to compile, document, and present facts, and to use judgment in their interpretation.
Ability to read complex matter.
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 in real estate sales, or appraisal, real estate management, highway construction, highway design, or related experience may substitute on a year-for-year basis for the Bachelor's degree.

Established: 10/21/1993
Title Changed: 12/20/2007
Revised: 12/20/2007; 10/01/2010; 06/08/2018
Effective: 06/08/2018