

8392
REALTY AGENT 1

Nature of Work

Under direct supervision, performs beginning level professional work in the Division of Highways in negotiations generally involving acquisition of complete properties and non-complex partial takings; real property appraisals; property management; relocation activities; negotiating for relocation of facilities owned by private or public utilities, or making required right-of-way field reviews and estimates. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by the beginning level of the work. Formal in- service and on-the-job training has been completed. Incumbent works on non-complex transactions and is still under direct supervision.

Examples of Work

Negotiates through personal contacts with the owners or their agents the purchase of real property for right-of-way purposes.
Gathers preliminary title data through personal contacts with occupants of real property to be acquired on future highway projects.
Assists occupants of real property acquired for highway purposes in finding adequate replacement property.
Prepares cost estimates for relocatees and provides for their reimbursement.
Researches real property data in county courthouses.
Conducts public auctions of buildings acquired in connection with right-of-way purchase.
Appraises small tracts of land to determine Fair Market Value.
Writes descriptions of properties to be used in deeds.
May be required to testify in court or at hearings to provide right-of-way and/or appraisal expertise.

Knowledge, Skills and Abilities

Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying theories and techniques.
Knowledge of State and Federal laws, rules and regulations as applied to real estate/right-of- way activities of the Division of Highways.
Knowledge of property values, real estate financing, property management principles, and salvage methods.
Ability to research courthouse records.
Ability to prepare required documentation for negotiations, property management, and relocation actions.
Ability to negotiate with property owners.
Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

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

Substitution: Additional qualifying experience in excess of that required may be substituted for the required college education on a year-for-year basis.

8392
REALTY AGENT 1 (cont'd)

Minimum Qualifications (cont'd)

Experience: One (1) year of real estate appraisal or appraisal review, negotiation, real estate management, relocation, or right-of-way experience.

Promotional Only: One (1) year as a Realty Trainee.

Established: 10/21/1993
Retitled: 08/27/2010
Revised: 08/27/2010; 06/08/2018
Effective: 06/08/2018