

**8393**  
**REALTY AGENT 2**

**Nature of Work**

Under general supervision, performs full-performance level professional work in the Division of Highways in real property appraisal, real property rights acquisition, relocation assistance, property management, and right-of-way engineering and surveying. Serves as a major negotiator in a high-volume district, a negotiator on complex utility relocations, and/or a relocation or property management specialist. Performs related work as required.

**Distinguishing Characteristics**

This class is distinguished by the full-performance level of work and the independence of action afforded due to the ability of the incumbents to obtain desired results on complex assignments without constant guidance and assistance.

**Examples of Work**

Performs all function on major projects such as negotiations, relocation assistance, public auction, court house research, and property management.

Maintains liaison contacts between the Central Office and District Offices.

Negotiates through personal contacts with owners or their agents the purchase of real property for right-of-way purposes.

Appraises real property to determine value.

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 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 district.

Ability to compile, document, and present facts, and to use judgment in their interpretation.

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 college education on a year-for-year basis.

**Experience:** Three (3) years of appraisal or appraisal review, negotiation, real estate management, relocation, or right-of-way experience.

**8393**  
**REALTY AGENT 2 (cont'd)**

**Minimum Qualifications (cont'd)**

**Special Requirement:** Applicants must have completed the Division of Highways course "Appraisal Principles" or one appraisal course recognized by the Appraisal Institute or the Society of Real Estate Appraisers.

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

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