

8394
REALTY AGENT 3

Nature of Work

Under general supervision, performs advanced 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 for the Division of Highways. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by the advanced level of work.

Examples of Work

Performs all functions on complex major projects such as negotiations, relocation assistance, and property management.

Negotiates through personal contacts with owners or their agents the purchase of real property for right-of-way purposes when such purchase involves complicated problems and/or special clients.

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 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: Five (5) years of appraisal or appraisal review, negotiation, real estate management, relocation, or right-of-way experience.

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 2.

Established: 10/21/1993

Retitled: 08/27/2010

Revised: 08/27/2010; 06/08/2018

Effective: 06/08/2018