

8395
REALTY AGENT 4

Nature of Work

Under limited supervision, performs advanced level 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 supervisor for a section or major unit. Performs related work as required.

Distinguishing Characteristics

This class is distinguished by the advanced, supervisory level of work.

Examples of Work

Performs functions on complex and special client projects in 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.

Applies policy governing one or more aspects of right-of-way/appraisal acquisition.

Assigns work to negotiators, relocation agents, and property managers in a district.

Coordinates general transportation realty activities with representatives of other divisions within the Division of Highways and when appropriate with representatives of other agencies of government.

Supervises training program for the division.

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 communicate effectively, both orally and in writing.

Ability to supervise personnel.

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: Seven (7) years of appraisal or appraisal review, negotiation, real estate management, relocation, or right-of-way experience.

8395
REALTY AGENT 4 (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 of or the Society of Real Estate Appraisers.

Promotional Only: One (1) year as a Realty Agent 3.

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