

Class Concept

This is professional work in the acquisition, management and disposition of real property for the State. Positions investigate, make on-site inspections, evaluate and make recommendations to higher-level real property agents pertaining to the acquisition of real property for State agencies by direct purchase, condemnation, easement, or lease. Positions involved in right of way acquisition perform a variety of specialized tasks in obtaining right of way agreements, assisting displaced families and businesses in relocating, and processing and justifying participating costs for Federal reimbursements. Work involves considerable public contact with property owners, state officials, local government agencies, and utility and railroad company representatives. Work is performed under the general supervision of a higher-level Real Property Agent or Real Property Supervisor.

Positions in this class investigate, make on-site inspections, evaluate and make recommendations relating to acquisition of right of way and disposition of state-owned real properties; consult with State agencies to ascertain their needs; arrange for surveys and appraisals; assist in the management of State-owned real properties with respect to assignment and occupancy of space, leases, rentals, and similar matters; assist in the maintenance of a system of record keeping and periodic progress reporting of activities of the State Property Office, including current status of funds for acquisition; maintain along with the Attorney General's Division all land records, deeds, files, cataloging and indices, and records of all individual transactions as required for presentation to and consideration by the Governor and Council of State; participate and assist in condemnation proceedings and if necessary, assist and testify in matters involving litigation.

Positions in this class may focus on right of way acquisition study plans and make field inspections to determine if property lines and building locations are correctly shown; search court records and interview persons familiar with certain real estate parcels to verify ownership; check right of way agreements, deeds, options, and maps for clarity, technical accuracy, and documentation for Federal participation.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of Federal and State highway policies and procedures pertaining to right of way acquisition, removal of conflicts, and Federal participation in right of way costs; of various appraisal methods; and of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain.
- Working knowledge of the acquisition and disposition of real property.
- Working knowledge of State laws pertaining to real estate conveyances, easements, contracts and eminent domain.
- Working knowledge of the various appraisal methods.
- Working knowledge of departmental policies and procedures.
- Skill in understanding highway plans and construction methods, and ability to explain them orally and in writing to property owners.
- Ability to establish and maintain effective working relationship with other employees; as well as the general public, often under adverse circumstance.
- Ability to write clear, concise documented reports.
- Ability to interact with all levels of government, management and general public.
- Ability to interpret legal documents related to real estate transactions.

Minimum Education and Experience

Bachelor's degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) from an appropriately accredited institution and two years of experience in the general real estate field; or high school graduation and seven years of experience in the general real estate field; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.