

Class Concept

This is professional, advanced level work in the acquisition, management and disposition of real property for the state. Positions investigate, make on-site inspections, evaluate and make recommendations to the section manager pertaining to the acquisition of real property for state agencies by direct purchase, condemnation, easement or lease, draft summary statements for consideration by the Governor and the Council of State. Positions involved in right-of-way acquisition are responsible for more complex projects or specialized work requiring higher-level analysis, negotiation, or communication, and may function as squad leaders or assistants to higher-level supervisors. Positions work independently under the general supervision of a supervisor or manager.

Positions in this class provide technical guidance to lower-level real property agents in the acquisition and disposition of real property. Positions evaluate and make recommendations in regard to appraisals, courses of action to be followed and perform appraisal reviews. Positions also investigate, evaluate, and make recommendations regarding the eligibility of persons displaced by state projects to receive relocation assistance payments and negotiate the acquisition and disposition of real properties by deed, lease, or easement, including the more complex cases. Positions draft summary statements and submit to section manager for consideration by the Governor and Council of State and coordinate needs of agencies regarding availability of space; implement changes, render advice pertaining to potential major changes and prepare detailed specifications for leasing space. Positions coordinate the activities of and negotiate/administer contracts for appraisals, surveys, investigations, inspections, evaluations, reports, and special studies relating to real property.

Positions in this class may focus on right-of-way acquisition, make field inspections or be involved in controversial cases to verify that property lines and location of improvements correspond to plans. They may prepare information for attorneys' use in prosecution of condemnation cases and represent supervisor at conferences and meetings as needed; work closely with trainees in the interpretation of plans, computation of areas, and preparation of agreements; or assign and review work. They may negotiate settlement of damage claims resulting from highway construction; investigate conflicts with utility and railroad company representatives; obtain plans, estimates, and reimbursements agreements for relocating utilities and railroads; check right-of-way agreements, deeds, options, and maps for clarity, technical accuracy, and documentation for federal participation. Develop and administer procedures relative to prorating and paying property taxes and coordinate with field offices, county and municipal tax offices.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the acquisition and disposition of real property
- Considerable knowledge of state laws pertaining to real estate conveyances, easements, contracts, and eminent domain
- Considerable 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; and of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain
- Working knowledge of departmental policies and procedures
- Working knowledge of state and federal tax laws as they apply to real estate transactions
- Working knowledge of various appraisal methods
- Skill in understanding highway plans and construction methods, and ability to explain them orally and in writing to property owners
- 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

Master's degree from an appropriately accredited institution and one year of experience in the development, appraisal or brokerage of commercial and/or industrial real estate; or

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

Bachelor's degree from an appropriately accredited institution and three years of experience in the development, appraisal or brokerage of commercial and/or industrial real estate; or a an equivalent combination of training and experience.