

REAL PROPERTY AGENT I

DESCRIPTION OF WORK

This is professional work in the management, acquisition, and disposition of real property for the state. Employees investigate, make on-site inspections, evaluate and make recommendations to higher-level property agents pertaining to the acquisition of real property for State agencies by direct purchase, condemnation, easement, or lease. Work involves considerable public contact with property owners, state officials and local government agencies and is performed under the general supervision of higher-level real property agents.

EXAMPLES OF DUTIES PERFORMED

Investigate, make on-site inspections, evaluate and make recommendations relating to 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.
Perform related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of the acquisition and disposition of real property.
General knowledge of State laws pertaining to real estate conveyances, easements, contracts and eminent domain.
General knowledge of the various appraisal methods.
Working knowledge of departmental policies and procedures.
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 Training and Experience

Graduation from a four-year college or university and two years experience in the general real estate field; or high school graduation and seven years experience in the general real estate field; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.