

REAL PROPERTY AGENT III

DESCRIPTION OF WORK

This is advanced professional work in the management, acquisition, and disposition of real property for the state. Employees independently 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 Council of State and submit to the section manager; and provide technical assistance to lower level real property agents. This level is distinguished the II level by the degree of independence, and administration over the more complex transactions such as determining value, receiving appraisals and handling negotiations regarding highly developed properties. Work involves extensive public contact with property owners, state officials, and local government agencies. Work is performed under the direction of the section manager.

EXAMPLES OF DUTIES PERFORMED

Provide technical guidance to lower level real property agents in the acquisition and disposition of real property.
Investigate, make on-site inspections, evaluate, and make recommendations relating to disposition of technical and/or more complex state-owned real property which might be referred from lower level real property agents.
Evaluate and make recommendations in regard to appraisals, courses of action to be followed and perform appraisal reviews.
Negotiate the more complex acquisition and disposition of real properties by deed, lease, or easement.
Draft summary statements and submit to section manager for consideration by the Governor and Council of State.
Coordinate needs of agencies with availability of space, implement changes as necessary, render advice pertaining to potential major changes in assignment and use of space and prepare detailed specifications for leasing space.
Coordinate and manage the activities of and negotiate/administer contracts for appraisals, surveys, investigations, inspections, evaluations, reports and special studies relating to real property.
Perform related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Ability

Considerable knowledge of the acquisition and disposition of real property.
Considerable knowledge of departmental policies and procedures.
Considerable knowledge of state laws pertaining to real estate conveyances, easements, contracts, and eminent domain.
Considerable knowledge of various appraisal and negotiating methodologies.
General knowledge of state and federal tax laws as they apply to real estate transactions.
Ability to write clear, concise documented reports.
Ability to communicate effectively in oral and written form.
Ability to interact with all levels of government, management and general public.
Ability to interpret legal documents related to real estate transactions.

NC 01177
OSP 6/00

Minimum Training and Experience Requirements

Graduation from a four-year college or university with a degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) and five (5) years experience in the development, appraisal or brokerage of commercial land/or industrial real estate; or master's degree in Business, Economics, Real Estate or related field and three (3) years experience in the development, appraisal or brokerage of commercial and/or industrial real estate; 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.