

REAL PROPERTY AGENT I

JOB PURPOSE AND SUMMARY

The Real Property Agent I assists higher level right of way personnel in the conduct of less complicated appraisals and negotiations, title examinations, property management, or relocation assistance.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Makes estimates of right of way costs for less complicated highway location: assists with or makes appraisals on less complicated acquisition.
- Assists on inspecting property to be acquired; contracts property owners and assists in negotiating for purchase, lease, or donations of the property.
- Obtains estimates of the cost of removing improvements; investigates and reports on damage claims.
- Inspects improvements and recommends disposition by rental, public sale, or demolition; prepares rental agreements, authorization for sales, payment of assessments and transfer of properties to other agencies.
- Assists in advising property owner of relocation assistance available.
- Performs other work as required.

QUALIFICATIONS

Education and Experience:

- Two years experience in right-of-way related work such as appraisals, property sales, acquisition or management, title examination, right of way analysis, and/or condemnation procedures;

- or -

- One year college level or equivalent course work in real estate related work may be substituted for one year of experience;

-or-

- Any combination of education and experience which would demonstrate the ability to perform the work;

-and-

- Must have or be able to obtain at time of appointment a valid motor vehicle operator's license.

Knowledge of...methods and principles of negotiating, appraising and determining ownership of property rights; state laws pertaining to acquisition of land for public purposes; and so forth.

Ability to...read and interpret property descriptions; deal tactfully and effectively with public; draft rental contracts, bills of sale, and other real property instruments; write clear and complete reports; and so forth.

Revised April 25, 2000
Office use: 6/22/00