Specification for Class of

REAL ESTATE AGENT 1
**Abolished Initially Effective January 13, 2006**
**Abolished Final Effective February 10, 2006**

Definition: Performs entry level real estate activities in any or all of the following specialties: appraisal, negotiation, property management, relocation assistance and/or title examination.

Typical Work

Gathers data and assists in the preparation of reports, estimates and appraisals;

Assists a journey level agent with negotiations, appraisals and/or property management activities;

Under supervision, prepares a variety of legal instruments necessary to acquire rights of way;

Assists in collecting and tabulating sales, rentals and cost data;

Assists journey level agent in preparing title examinations, inventory control of property and advising affected persons on relocation assistance;

Performs other work as required.

Knowledge and Abilities

Knowledge of: building materials, fixtures, general construction quality as applied to all classes of buildings; factors affecting depreciation and obsolescence; laws and regulations affecting appraisal of land and buildings; negotiation methods and principles; factors affecting the managing of real estate.

Ability to: apply appraisal principles and techniques; read and interpret property descriptions; deal tactfully and effectively with public; prepare legal instruments.

Minimum Qualifications

A Bachelor's degree in business administration, real estate, economics or closely allied field.

<u>AND</u>

One year of experience in real property appraising, property negotiations, property management, title examination, relocation assistance or selling, leasing, or buying commercial real estate.

Additional qualifying experience may be substituted, year for year, for education.

A Master's degree in one of the subjects above may be substituted for the required experience.

New class
Effective February 18, 1977
Revised June 13, 1986
Title change (formerly Realty Specialist 1)