

Specification for Class of

REAL ESTATE AGENT 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Acts as a senior agent providing the full range of real estate services including: leasing, acquisition, property management, relocation, disposal and inspections of renovations/alterations as required by State agencies; assigned area of responsibility includes at least one major metropolitan location.

Typical Work

Investigates and negotiates the more difficult and complex transactions with land owners for purchase, lease, rental or use of real property and property rights; within price limits, concludes transactions and agrees to conditions to be included in contract;

Conducts specialized and complex real estate acquisition, primarily by lease, under direct supervision;

Determines, by consultation with other staff, specific qualities of property and property rights needed; assists in determining desirability and priority of need for property to be acquired;

Contacts prospective lessors and, through canvasses of communities, determines the potential current and future availability of space;

Investigates and analyzes space facilities, negotiates terms and conditions of leases or remodeling, and closing transactions, subject to review by unit supervisor and attorney general;

Consults with tenant agencies, present and prospective lessors and the planning and architectural staff as required to ensure timely actions on approvals of solicitations, space inspections and approvals, agency moves, etc.;

Represents State in formation of local improvement districts where State land is involved;

Reviews acquisition requests to determine priority, scheduling and property rights to be acquired;

Evaluates real estate appraisals and reports;

Advises and counsels on State and departmental policies and procedures pertaining to acquisitions;

Performs other work as required.

Knowledge and Abilities

Knowledge of: methods and principles of negotiating, appraising, and determining ownership of property rights; State laws pertaining to acquisition of land for public purposes; factors affecting property valuations; property descriptions; legal instruments used in transactions.

Ability to: read and interpret property descriptions, survey maps, and engineering plans and profiles; deal tactfully and effectively with public; draft contracts, bills of sale, easements, and other real property instruments; write clear and complete reports; travel frequently and for extended periods.

Minimum Qualifications

A Bachelor's degree in business administration, real estate, economics or closely allied field and four years of experience in real property appraising; property negotiations; public property management; title examination; relocation assistance; or selling, leasing or buying commercial real estate.

OR

Two years as a Real Estate Agent 2.

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 one year of the required experience.

New class: 1-1-67

Revised definition, minimum qualifications, adds distinguishing characteristics: 2-18-77
and title change (formerly Assistant State Real Property Agent)

Revised definition and minimum qualifications, deletes distinguishing characteristics: 10-10-80

Revised definition and title change (formerly Realty Specialist 3): 5-9-86

Revised definition: 6-9-88