

REAL ESTATE ASSOCIATE

KIND OF WORK

Entry level professional Real Estate Associate position which learns and conducts field title investigation, property valuation (appraisals), property acquisition (direct purchase) reconveyance, relocation, and property management.

NATURE AND PURPOSE

Under immediate supervision this is a rotating Real Estate Associate position which learns and conduct title search, appraisals, relocation, and direct purchase functions. When the Real Estate Associate completes this training program, a decision is made on specialization according to the incumbent's career interests and managerial needs. The Real Estate Associate positions will be assigned appraisals, direct purchases, and relocations of various degrees of difficulty which involve residential, commercial, and industrial properties that may be located in either urban or rural areas. The incumbent develops replacement housing supplements, lease contracts, and other work as required. Appraisal, direct purchase, relocation and property management reports are submitted by Real Estate Associates for review by an appropriate supervisor.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

The Real Estate Associate will learn title search, appraisal, relocation, and direct purchase skills. When the Real Estate Associate completes this training program effectively, a decision is made on specialization according to the incumbent's career interests and managerial needs.

The Real Estate Associate will perform the following duties effectively:

- Researchers title investigation to determine all interested parties in real property needed for a public purpose by complying with legal requirements and procedures.
- When in possession of the appropriate license, appraises properties to be used as the basis of the State's offer to support purchase or reconveyance negotiations. This is accomplished by complying with legal requirements and applying valuation knowledge (market, cost, and other economic considerations).
- Presents direct purchase offers to property owners and/or their representatives for property acquisitions by complying with legal requirements and by applying valuation knowledge and engineering data.
- Determines Replacement Housing Supplements for owners/tenants, displaces by the acquisition of property desired by the State through complying with Federal Guidelines and other legal requirements and regulations.

- Analyzes, determines and submits all relocation claims required by ensuring compliance with the Uniform Relocation Act and Laws.
- Processes reconveyances for the sale of surplus lands through securing authorizations and preparing properly executed documents in the name of the Commissioner of Transportation and by properly accounting for those funds received for deposit into the Trunk Highway Fund.
- Monitors real estate owned by the State and prepares special agreements and limited use permits between State, local units of government or general public in order that lands can be acquired and that existing Mn/DOT right of way can be put to reasonable public use while assuring State interests are fully protected.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

- Real estate field including: the appraisal, direct purchase and relocation process and procedures, real estate law, eminent Domain, land and building sales, titles, and closing sufficient to estimate value or damages, prepare appraisal reports, legal documents, replacement housing supplements, relocation conclusions and direct purchase packages.
- Appraisal methods sufficient to apply and use the different valuation approaches (cost, market, etc.) and to explain, illustrate and defend conclusions of value.

(The Real Estate Associate is recommended to possess at a minimum, a residential appraisal license with the certified General Real Property License preferred or have other documented appropriately specialized real estate experience.)

- Mn/DOT Right of Way procedures and practices employed in securing, disposing and monitoring of real property.
- Highway design and construction practices sufficient to relate details to clientele.

Ability to:

- Ability to establish effective working relationships with public officials, property owners and department personnel sufficient to successfully negotiate the acquisition and disposal of property.
- Ability to work independently and exercise independent judgment and decision making sufficient to negotiate acquisition, disposal, lease, and supplemental housing agreements of property to be acquired by the State.

- Read and speak effectively to explain acquisition and relocation processes along with the ability to explain maps and plans.
- Prepare complete and concise reports sufficient to document and fulfill all parts of the acquisition procedure.

Est.: 3/41

Rev.: 2/73, 9/96

Ckd.: 11/92

T.C.: 7/56, 1/58, 3/68, 4/84, 9/96

Former Title(s): Right of Way Negotiator,
Right of Way Agent, Right
of Way Agent II, Right of
Way Agent I