

REAL ESTATE REPRESENTATIVE

KIND OF WORK

Professional work conducting field title investigation, property valuation (appraisals), property acquisition (direct purchase) and disposal (reconveyance), relocation (replacement housing) and State land and building Management (property management).

NATURE AND PURPOSE

Under limited supervision, conducts independent title research, appraisals, relocations and negotiations for acquisition of property by Mn/DOT as right-of-way; may develop replacement housing supplements and lease contracts; and, performs other work as required. Assigned appraisals, purchases and relocations are of varying degrees of difficulty which involve residential, commercial and industrial properties and may be either in urban or rural areas. In the case of court action/Commissioner's/Administrative/Appeal hearings, employees in this class appear as expert witnesses and are required to have the appropriate license.

The class differs from the Right of Way Agent 3 classification in that it does not function as a review and does not provide lead work direction to subordinates. Appraisal, direct purchase relocation and other reports are submitted by these employees for review by a Right of Way Agent 3 or 4.

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

Researches title investigation to determine all interested parties in real property needed for a public purpose by complying with legal requirements and procedures.

Appraises various kinds of properties to be used as the basis of the State's offer to support purchase negotiations by complying with legal requirements and applying valuation knowledge (market, cost, and other economic considerations).

Creates documented appraisal reports for acquisitions which support conclusions arrived at as a result of the appraisal process by complying with legal requirements and applying valuation knowledge.

Testifies as an expert witness at condemnation/Commissioner hearings and court actions to represent the state and verify contents and property appraisal methods utilized.

Presents direct purchase offers to property owners and/or their representatives for property acquisitions by complying with legal requirements and applying valuation knowledge and engineering data.

Determines Replacement Housing Supplements for owners/tenants displaced by the acquisition of property desired by the State by 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.

Initiates proposed reconveyances for the sale of surplus lands, securing authorizations and preparing properly executed documents in the name of the Commissioner of Transportation by properly accounting for those funds received for deposit into the Trunk Highway Fund.

Appraises properties to be reconveyed to identify the "fair market value" in accordance with appraisal specifications by complying with legal requirements and applying valuation knowledge.

Monitors real estate owned by the State and prepares special agreements and limited use permits between State, local units of government or general public so that lands can be acquired and 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:

Entire 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 of 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 at a Commissioner's hearing.

Mn/DOT right of Way procedure and practices sufficient to secure, dispose of and monitor real property.

Highway design and construction practices sufficient to relate details to clientele.

Ability to:

Establish effective working relationships with public officials, property owners and department personnel sufficient to successfully negotiate the acquisition and disposal of property.

Work independently and exercise independent judgment and decision making sufficient to negotiate acquisition, disposal, lease agreement, and supplemental housing agreements of property to be acquired by the State.

Read and speak effectively sufficient to explain acquisition and relocation processes and explain maps and plans.

Prepare complete and concise reports sufficient to document and fulfill all parts of the acquisition process.

Est.: 2/14/73

Ckd.: 11/92

Rev.: 3/96

T.C.: 4/84, 8/96

Former Title(s): Right of Way Agent

Intermediate

Right of Way Agent 2