

REALTY SPECIALIST

KIND OF WORK

Professional level work performing activities necessary to complete: appraisals of land or interests in land, conducting acquisitions of land, coordination of land exchanges, utility licenses, leasing of state-owned land.

NATURE AND PURPOSE

Under general supervision, performs simple appraisals, makes initial landowner contacts, and assists Realty Specialist, Seniors in negotiation of relocation benefits and terms, conditions and time-frame of purchase. For land exchanges, assist the Realty Specialist, Senior in the coordination of individual exchange projects including performing appraisals, contacting exchange partners, and preparing exchange related correspondence. Performs related work as required.

At the senior level, most incumbents are accountable for those responsibilities described above within a particular geographic area rather than on a project by project basis, as well as other specialized activities (such as relocation, closings, and education of division staff), projects and services requiring an additional area of expertise.

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

Determine landowners' willingness to sell or exchange property by contacting landowners, explaining the acquisition process and relocation benefits, and answering questions.

Obtain and review legal descriptions of land to be purchased or exchanged so that the correct legal descriptions are available from the outset for use by the appraiser and subsequently for the option (in the case of an acquisition) and deed by reading maps and aerial photographs, checking courthouse records and examining current legal descriptions.

Assist in appraising land in order to ascertain its value for purchase, exchange, leases, etc. by examining the parcel of land, noting its features and improvements, comparing it to other land sales, and determining a value.

Assist in negotiation of land purchases, leases or easements so that acquisition can be optioned and completed in accordance with state and federal laws, and negotiation with land exchange partners so that exchange proposals comply with applicable statutes and can be approved by the Land Exchange Board by participating in discussions on purchase and appraisal values with landowner, and answering the landowners' questions.

Research title problems so that they can be resolved with the landowner where possible and so that the Attorney General's Office has the information they need to do a title opinion by checking courthouse records, examining the title, and noting problems.

Write and make presentations and reports so that acquisition or exchange status is available for internal DNR use by compiling information from previous or current sales and exchanges and writing a narrative to explain the data.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Contracts, leases, deeds, classification and description of property, search and examination of title and appraisal sufficient to perform simple real estate valuations, negotiations and coordinate services.

Laws, rules and regulations governing acquisition, exchange, and leasing sufficient to make recommendations to landowners and exchange partners.

Appraisal methodology and techniques, and the effects of social, economic, political and physical forces on real estate evaluations sufficient to determine an appropriate value for property.

Ability to:

Communicate effectively with clientele sufficient to explain evaluation techniques, acquisition, exchange and leasing needs, laws and procedures.

Read and explain maps, use aerial photos, sufficient to use them in determining land ownership and valuation.

Prepare written appraisal reports for use within and outside the department.

Est.: 7/87T.C.:

Rev.:

Former Title(s):