

REALTY SPECIALIST, SENIOR

KIND OF WORK

Professional land acquisition, exchange, sale and leasing work involving real estate valuation, negotiation or coordination services/activities; incumbents are assigned to a geographic area, as well as other specialized activities, projects and services requiring an additional area of expertise.

Clientele may include landowners, real estate companies, private corporations, federal agencies, county land commissioners, county courthouse personnel, state attorney general staff, DNR staff, DOT relocation staff, and the general public.

NATURE AND PURPOSE

Under limited supervision and usually assigned to a geographic area, perform complicated appraisals for acquisitions, licenses, and leases and exchanges, contact landowners and perform independent negotiations. May lead Realty Specialist on specific projects, train division staff and complete closings on purchases of land. In the Exchange Program, responsible for handling all aspects of exchange including reports on proposals, frequent work with divisions, other agencies, and train division staff. Perform related work as required.

At the level of Realty Supervisor, incumbents are accountable for directing, coordinating and managing appraisal projects and acquisition projects, assisting in the coordination and development of the annual agency acquisition plans, and supervising professional and clerical staff, including hiring of employees, controlling work, training, administering or effectively recommending discipline and conducting performance reviews.

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 or lease property by contacting landowners, explaining benefits and process of the land transaction and answering questions.

Formulate legal descriptions of land to be purchased, exchanged, sold or leased so that correct legal descriptions are available from the outset for use by the appraiser and subsequently for the option and deed by examining the property and noting its placement in technical terms.

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

Advise DNR division's land coordinators in order to develop acquisition or exchange priority lists and work plans, maintain status tracking systems, and develop parcel information using knowledge of how complicated and time-consuming transactions may be, problems that may be encountered, and the volume of existing work.

Negotiate land purchases, leases or easements so that acquisition can be optioned in accordance with state and federal laws, and negotiate with land exchange partners so that exchange proposals comply with applicable statutes and can be approved by the Land Exchange Board by discussing appraisal value with the landowner, making an offer, and arranging for options.

Obtain and update abstracts so that title problems 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 reviewing existing abstract information and adding new facts.

Close land purchases so that the continuity of landowner/Realty Specialist working relationship is maintained to mutual landowner/DNR benefit and satisfaction by making sure liens and encumbrances are satisfied, mortgages are released, deeds are properly executed and recorded, delinquent and current property taxes are paid and that IRS forms are completed for donations.

Train division staff in land description and title analysis as well as the Bureau's real estate procedures by conducting classes on real estate practices and advising individual division staff members.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Contracts, leases, deeds, classification and description of property, search and examination of titles, and appraisals sufficient to perform simple and complex real estate valuations, negotiations and coordination services.

Laws, rules and regulations governing acquisition and land exchange sufficient to effectively guide process from initiation to fruition.

Principles of real estate, laws, rules, regulations and procedures sufficient to acquire, exchange, lease, etc. property within legal parameters and state and DNR policies.

Appraisal methodology and techniques, and the effects of social, economic, political and physical forces on real estate valuations sufficient to prepare valid appraisals.

Ability to:

Communicate effectively with clientele sufficient to define valuation techniques, acquisition 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):