

REAL ESTATE AIDE

KIND OF WORK

Paraprofessional work in right of way program delivery.

NATURE AND PURPOSE

Under limited supervision, conducts technical research and documents data essential to estimating property values or damages and prepares appraisal summary reports; and/or monitors bid/sales activities, prepares bids, legal documents and direct purchase offer letters and other activities necessary to the acquisition/disposal of property: and, performs other work as required.

This class differs from other Real Estate classifications because it is responsible for preparation of portions of right of way program delivery work. Employees in this classification perform the more routine right of way work, under the general review of professional and supervisory staff. For example, the portions of the appraisal report or any legal documents prepared by an employee in this class are reviewed and approved by a licensed appraiser.

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

Drafts offer letters for acquisition of buildings including fixture schedules, when applicable, so that legal requirements and timeframes are met by applying appropriate laws and appraisal procedures.

Develops, distributes and advertises sales packets so that buildings/equipment and surplus lands are removed/disposed of in a timely manner by applying real estate and land sales pricing procedures and knowledge of state statutes pertaining to disposal of property.

Collects sealed bids and recommends successful bidder of sales contracts and writes award or rejection letters by insuring proper procedures and legal requirements are followed.

Recommends incidental expenses incurred by property owner in connection with the State's acquisition of their property so that property owners are fairly compensated by applying direct purchase procedures and knowledge of property value.

Researches and documents data for preparation of the appraisal report so that necessary and pertinent information is contained in the appraisal report by complying with legal requirements and applying valuation knowledge (market, cost and other economic considerations).

Drafts sections of the appraisal report including Minimum Damage Acquisition reports so that public presentation can be made by complying with legal requirements and applying valuation knowledge.

Creates and updates a comparable sales file for use as a basis of comparison in estimating the current value of properties by implementing filing procedures and appraisal process procedures.

Examines appraisal reports for accuracy and completeness by calculating appropriate mathematical formulas and format requirements.

Reviews the instruments of conveyance in order to assure accurate title is provided to the State before applying appropriate processing procedures.

Completes direct purchases parcel files by preparing remittance invoice and closing statement.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

#### Knowledge of:

Real estate which include: the appraisal process, real estate law, Eminent Domain, land and building sales, titles, closing and the reasonable ability to estimate value or damages sufficient to assist in compiling estimate property value or damages, prepare appraisal reports, oversee bids/sales activities, prepare bids, legal documents, direct purchase offer letters, etc.

Appraisal terminology sufficient to understand technical documents and maps and to compose written reports and correspondence.

Computer technology sufficient to enter and retrieve data into computer and to generate computer reports.

Mathematics sufficient to verify accuracy and calculate equations based on given factors and measurements.

#### Ability to:

Work effectively with property owners and public officials on an as needed basis sufficient to assist in program delivery.

Initiate the processing of direct purchase parcel files so that the State can enter into an agreement with the property owner.