

Specification for Class of

LANDS AGENT - GAME

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Plans and manages the lands and access maintenance programs for a region of the Department of Game. Prepares and negotiates documents relating to real property management and/or property acquisition. May review and/or perform real property appraisals. Supervises the access maintenance staff; serves as a field representative performing property acquisition activities for the Lower Snake River Fish and Wildlife Mitigation Program. Contacts landowners and prepares documents for purchase of easements and/or fee lands.

Typical Work

Confers with regional staff regarding Department of Game land-need determinations and land area suitability; prepares region plan for real property acquisition and surplus property disposal; writes acquisition proposal statements;

Reviews contracted narrative appraisal reports on all types of properties for fish, wildlife, and recreational land acquisitions; may prepare narrative appraisal reports as required;

Conducts title searches and draws scale maps for project use;

Prepares options to purchase land, or interests therein, contracts, bills of sale, and other real property transaction instruments;

May negotiate for acquisition of real property for fish, wildlife, and recreational land use if not performing or reviewing the original appraisal;

Negotiates with landowners for lease, rental, or use of real property, water rights, easements, and rights of way and submits appropriate instruments for review and approval by the Department; performs contract compliance inspections;

Develops and monitors lands program and/or sub-program budget;

Coordinates regional capital and facilities maintenance budget;

Develops and maintains real property data bank;

May assist in law enforcement activities as a commissioned officer;

Plans and implements the regional public access area program; supervises access maintenance personnel; conducts performance evaluations, approves leave requests and time sheets; recommends disciplinary action when necessary;

Consults with fish and game biologists, real property agents and property management officials from municipalities, counties, State and Federal agencies regarding regional lands program;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: land development methods and costs; land surveying and fish and wildlife management fundamentals; methods and principles of negotiating, appraising, and determining ownership of property rights; Washington State and Federal laws pertaining to acquisition of land for public purposes; factors affecting property valuation; property descriptions; legal instruments used in real property transactions; State budget procedures and preparation.

Ability to: read and interpret property descriptions, survey maps, and engineering plans and profiles; deal tactfully and effectively with sportsmen's organizations, land development agencies, fish and wildlife biologists, and the general public; draft contracts, bills of sale, easements, and other property instruments; determine suitability of land area for fish and wildlife development purposes; write and speak clearly, concisely, accurately, and informatively; travel frequently and for extended periods; prepare budget documents; supervise staff.

#### Minimum Qualifications

A Bachelor's degree in business administration, real estate, wildlife management or closely allied field and three years of experience in real property appraising, property negotiations, public property management or selling, leasing or buying real estate.

Additional qualifying experience may be substituted, year for year, for education.

New class Effective May 1, 1963

Revised April 8, 1965

Revises title and rewritten

Revised August 1, 1968

Revises title (changed to Game Lands Agent)

Revised September 19, 1975

Revises definition, minimum qualifications and general revision

Revised August 10, 1984

Revises title (formerly Game Lands Agent), definition, minimum qualifications and general revision