

Specification for Class of

REAL ESTATE AGENT 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs real estate services such as: leases, acquisition, property management, relocation or disposal as required by State agencies.

Distinguishing Characteristics: This is the journey level Real Estate Agent classification. Incumbents will be responsible for working on an independent basis with limited supervision.

Typical Work

Negotiates with land owners for purchase, lease, rental or use of real property, water rights, mineral rights, easements and rights-of-way; within price limits, concludes land transactions and agrees to conditions to be included in contract;

Determines, by consultation with other staff, specific qualities of property and property rights needed; assists in determining desirability and priority of need for property to be acquired;

Performs or contracts for valuation appraisal of land and/or water parcels;

Assists real estate personnel in central agency by listing, investigating and analyzing space facilities, negotiating terms and conditions of leases or remodeling, and closing transactions, subject to review by supervisor and attorney general;

Conducts title searches; orders surveys and maps required for sale or lease agreements;

Counsels and advises State agencies, boards and commissions on facility availability and cost, leasehold values and liabilities, lease terms and conditions and the various aspects of lease administration;

Develops comparative analyses of potentially suitable properties in order to recommend the most advantageous alternative consistent with the requirements and limitations of the space request;

Inspects leased facilities, recommending and negotiating changes in use or conditions including alterations, improvements, repairs and restorations;

Negotiates leases, renewals, and modifications for office space, warehousing, land, or other facilities throughout the State, with the goal of obtaining most favorable terms and conditions such as price, tenure, use flexibility and liability limits consistent with market conditions;

Drafts and coordinates lease documents, modifications, and renewals and acquires supporting information and documentation such as plans, specifications, code requirements, special interest involvement, etc.;

Prepares written and oral reports;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: methods and principles of negotiating, appraising, and determining ownership of property rights; State laws pertaining to acquisition of land for public purposes; factors affecting property valuations; property descriptions; legal instruments used in transactions.

Ability to: read and interpret property descriptions, survey maps, and engineering plans and profiles; deal tactfully and effectively with public; draft contracts, bills of sale, easements, and other real property instruments; write clear and complete reports; travel frequently and for extended periods.

#### Minimum Qualifications

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

OR

Two years as a Real Estate Agent 1.

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

A Master's degree in one of the subjects above may be substituted for one year of the required experience.

New class

Effective November 1, 1968

Revised February 18, 1977

Revises definition, minimum qualifications, adds distinguishing characteristics and title change (formerly Property Manager)

Revised May 9, 1986

Revises definition and title change (formerly Realty Specialist 2)