

CLASS TITLE: ADMINISTRATOR-REAL ESTATE

Class Code: 02693600

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of all real estate programs and activities within the Real Estate Division, including the regulation and licensing of real estate schools, agents, brokers and appraisers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of an Associate Director in the Department of Business Regulation with wide latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a staff engaged in the regulation, licensing and supervision of real estate brokers, agents schools and appraisers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of all programs and activities within the Real Estate Division including the regulation and licensing of real estate schools, agents, brokers and appraisers.

To investigate and verify all claims made for payment by aggrieved parties against the real estate fund and to make deposits for same.

To be responsible for the licensing of real estate schools and to approve courses given by these schools.

To supervise the preparation and administration of examinations for licensing candidates.

To review license applications to ensure that applicants possess the proper qualifications, that the forms are properly completed, and that applications, license and recovery fund fees have been paid.

To be responsible for establishing procedures and designing forms for carrying out real estate regulations and laws.

To be responsible for receiving and accounting for all monies.

To be responsible for inspecting all real estate offices for compliance with laws, rules, regulations, bookkeeping methods and administrative procedures.

To conduct hearings and investigations in order to determine and review the facts concerning complaints against real estate agencies, brokers and salespersons; to order the correction of violations; and to recommend the suspension or revocation of the licenses of violators.

To supervise the preparation of data for submission to the Real Estate Commission and, when assigned, to act as the designee of the Director to the Real Estate Commission.

To receive applications for state licensing and/or certification of real estate appraisers; to establish the administrative procedures for processing applications for state licensing and/or certification of real estate appraisers; and to maintain a registry of the names and addresses of individuals licenses and/or certified under this chapter; to retain records and all application material submitted to the Real Estate Appraisal Board.

To assist in the preparation of legislation, rules and regulations, conduct administrative hearings and represent the department before trade associations, business organizations, public forums and the news media.

To provide testimony before legislative committees and to assist in monitoring legislation and prepare related responses and position statements.

To attend meetings and conferences related to real estate licensing and regulatory activities in and outside of the state and prepare reports as necessary.

To make recommendations for changes in laws, policies and procedures.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state real estate licensing laws, rules and regulations and the ability to interpret and apply such laws, rules and regulations; a working knowledge of real estate principles, practices and techniques; the ability to plan, supervise and review the work of a staff engaged in a program of real estate regulation; the ability to gather and analyze data; the ability to conduct administrative hearings and make appropriate recommendations and decisions; the ability to communicate effectively with business organizations, trade associations, legislative committees and to establish and maintain effective working relationships with superiors, subordinates and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and
Experience: Such as may have been gained through: considerable employment in a supervisory capacity as a real estate broker or agent; or employment in a responsible supervisory position in the field of real property; or employment in a responsible position involving the regulation of real estate transactions.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: October 7, 1990

Editorial Review: 3-15-2003