

**CLASS TITLE: REAL ESTATE SPECIALIST**

**Class Code: 02676300**

**Pay Grade: 23A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform technical duties involving the acquisition of real property for state highway construction and reconstruction purposes; to negotiate for the purchase of property; to advise and assist in the location of displaces; to assist in the management and maintenance of property acquired; to assist in the development of a surplus property inventory; to assist in the inventory of outdoor advertising devices; to recommend approval or denial of sign permits in accordance with the Outdoor Advertising Rules and Regulations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the close supervision of a superior from whom work assignments are received in detail; work is reviewed in process and upon completion for conformance to law, policies, procedures, rules and regulations.

**SUPERVISION EXERCISED:** May supervise the work of clerical assistants as required.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform technical duties involving the acquisition of real property for state highway construction and reconstruction purposes; to negotiate for the purchase of property; to advise and assist in the relocation of displaces; to assist in the management and maintenance of property acquired.

To understand and be able to explain how an appraisal of properties and improvements is produced and utilized for acquisition purposes.

To negotiate an equitable settlement with a property owner of the market value established.

To perform preliminary title examinations and to comprehend title certificates in order to determine the correct property owner, mortgages, leases, property line assessments and requests for abatement of real estate taxes and, etc.

To offer relocation advice and assistance to occupants displaced by the Department acquisitions.

To compute and process relocation payments.

To assist in the management, maintenance and protection of properties acquired.

To attend public hearings or workshops as required.

To participate in on-the-job training and education programs relative to real estate activities.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the eminent domain and real estate laws, the principles, practices and techniques applied in the appraisal of real property and improvements; the ability to apply such principles, practices and techniques; the ability to negotiate with property owners and to be knowledgeable of property values, deed restrictions, zoning ordinances, assessments, easements and encroachments; the ability to conduct preliminary and final negotiations with property owners or their agents for the purpose of obtaining releases of property to be acquired by condemnation or deed; the ability in understanding highway acquisition plans and specifications; the ability to write clear, concise and informative reports; the ability to establish and maintain effective working relationships with associates, property owners, public officials and others contacted in this work; the ability to utilize personal computers and other technology to perform these duties; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, business administration, real estate, or a closely related field; and receipt of a certification in real estate from a college of recognized standing or possession of a Rhode Island Broker's License; and

Experience: Such as may have been gained through: employment in a position of selling, purchasing or developing real estate, or appraisals work in such fields as real estate, banking, insurance or taxation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 18, 1993

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