

CLASS TITLE: SENIOR REAL ESTATE SPECIALIST (DOT)

Class Code: 026764 00
Pay Grade: 26A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex duties involving the acquisition of real property for state highway construction and reconstruction purposes; to negotiate for the purchase of property; to assist in the relocation of displaces; to assist in the management and maintenance of property acquired; 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; to prepare and execute lease and license agreements; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received; work is reviewed upon completion for conformance with overall policies, laws, rules, regulations, and procedures.

SUPERVISION EXERCISED: May supervise the work of technical and clerical subordinates assigned to assist as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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

To understand and be able to explain technical value estimates and appraisals of properties by the State.

To handle the more technical difficult negotiations with property owners for the purchase of their property by the State.

To handle the more technical relocation assistance to occupants displaced by Department acquisitions.

To compute and process relocation payments.

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

To review the work of others to ensure conformance to state law, federal regulations, rules, polices and procedures.

To assist in the pre-trial preparation of land damage cases.

To testify as a witness in court.

To attend public hearings or workshops as required.

To assist and 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 CAPABILITIES: A thorough knowledge of the eminent domain and real estate laws, negotiations to deal effectively with property owners or their agents, the effect of property values, deed restrictions, zoning ordinances, assessments, easements and encroachments, highway acquisition plans and specifications; the ability to apply such principles, practices and techniques; the ability to handle the more difficult negotiations with property owners in order to obtain the necessary release to acquire their property by condemnation or purchase; the ability to write clear concise and informative reports; the ability to utilize computer technology for routine applications; the ability to establish and maintain effective working relationships with associates, property owners, public officials and others contacted in this work; 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 certificate in real estate from a college of recognized standing, or the possession of a Rhode Island Broker's Licenses; and

Experience: Such as may have been gained through: considerable employment in a responsible full time position with a public or private agency involving the acquisition and/or management of real estate, title searching, appraisal, property management, acquisition, disposition of real estate and/or relocation assistance.

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

Class Revised: June 7, 1998

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