

SENIOR REAL ESTATE AGENT - 361

DEFINITION OF WORK

Under immediate supervision, performs difficult technical work involving the securing of deeds, easements, agreements or condemnation proceedings on land required for public purposes; does related work as required.

EXAMPLES OF WORK

Appraises land and buildings to obtain fair market value, researches data, inspects property, obtains outside appraisers for assistance; consults with property owners and conducts negotiations for securing deeds, easements, permits, options, agreements, outright purchase of property or settlement of damage claims, measures and estimates moving and relocation costs for re-establishment of buildings, structures and plantings located on or near the land to be acquired; investigates and reports on various claims, complaints and suggestions and prepares reports; maintains records of City-owned lands and keeps a file of all correspondence, deeds and other instruments pertaining to their acquisition; reviews engineering drawings and plats for accuracy; verifies titles and records of deeds and easements at court record room; prepares reports on all negotiations.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by college level courses in real estate, civil engineering or related field and considerable experience in real estate, including some land acquisition experience.

Knowledge, Skills and Abilities: Thorough knowledge of field or real estate title and evaluation work; thorough knowledge of the laws and procedures involved in the acquisition of land by eminent domain; thorough knowledge of topography and drainage features of land; thorough knowledge of the requirements as to form, content and recording necessary to render valid such legal documents as are involved; ability to establish and maintain effective working relationships with property owners and the general public; ability to read plans and blueprints; ability to keep records and to prepare reports on activities; ability to communicate effectively, orally and in writing.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license. Must be a Notary Public.

