

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Realty Specialist

SERIES NO.:

8452

MAJOR AGENCIES:

Ohio Department of Transportation only

EFFECTIVE DATE:

02/22/2015

SERIES PURPOSE:

The purpose of the realty specialist occupation is to perform a variety of real estate functions, in multiple disciplines, as they relate to securing the rights of way for state & local transportation improvements.

At the lowest level, incumbents receive classroom training in each real estate discipline & perform basic assignments in multiple real estate disciplines. At the middle levels, incumbents perform more complex assignments in multiple real estate disciplines &/or act as lead worker. At the supervisory level, incumbents supervise & serve as project manager for one operational area (e.g., appraisal, appraisal review).

General Information: The following information is furnished to assist the reader in understanding the Realty Specialist occupation.

There are eight real estate disciplines as follows:

Title Research/Closings: Real estate title search functions include courthouse research of deeds, easements, mortgages, leases, liens, judgments & like documents, the actual preparation of a written title report along with a minimum 42 year chain of title, conducting real estate closings involving real estate tax proration to date of closing, mortgage payoffs, delivery of state warrant & recording of instruments.

Appraisal: Real estate appraisals are performed for eminent domain purposes which involves exercising independent judgment in the analysis & interpretation of data, utilizing market, income & cost approaches in the determination of fair market value & preparing written reports which support the appraisers estimate of fair market value.

Appraisal Review: Involves the critical analyses of appraisal reports prepared by staff and fee appraisers, preparation of estimate of fair market value as prescribed by federal and state law for the purpose of establishing just compensation to the seller & advising staff and fee appraisers as to proper appraisal techniques and current policies regarding appraisal matters.

Acquisition: Real estate acquisitions are performed for the purpose of acquiring right of way for transportation related projects which involves collecting all relevant data pertaining to each individual ownership such as title reports & appraisal reports, preparing offer letters, contacting owners, setting up appointments, explaining purpose of projects as well as right of way and construction plans, maintaining contact with property owners and obtaining signed instruments or preparing appropriation letters as the situation dictates.

Relocation Assistance: Relocation assistance functions involve providing displaced owners, tenants, businesses, non-profit organizations and farms with moving benefits, additive payments, rent supplements and other benefits in accordance with federal and state laws, providing counseling services to displaced occupants, performing pre-acquisition surveys & conceptual studies & preparing documentation to support payments to displaced persons.

Property Management: Includes the inspection, rent collection, rental agreement preparation, scheduling of repairs and maintenance, conducting follow up visual inspections, meeting with renters to resolve complaints or to collect delinquent accounts, compiling property inventories & income transmittals, developing accounting reports, coordinating lease terminations, eviction notices and removal of structures & arranging for or accomplishing extermination of infestations (e.g., rodents).

Property Disposition: Functions cover the removal of buildings and appurtenances and the disposal of excess lands, to include the following: compiling inventories, coordinating building removals and demolitions, and disposals of excess land with district, regional and central office staff; processing building removal/disposal actions and excess land disposal actions through ODOT/FHWA; obtaining value determinations; establishing target groups and maintaining mailing lists for marketing excess land, and building disposals; preparing legal advertisements; preparing notice to bidders; preparing purchase contracts; contracting with an auctioneer; holding on site public auctions; conducting bid openings; executing purchase contracts; preparing any necessary journal entries and/or director's deeds; forwarding the necessary information to the Auditor of State's Office to secure a governor's deed; attending any closings and collecting payments; preparing income transmittals; preparing releases of performance guarantees; facilitates the removal of structures to State owned land for future disposals; preparing demolition contracts and coordinating building demolitions with contract sales, estimating, districts and regions; encumbering funds; non-performs demolitions on buildings which are sold.

Advertising Device Control: Includes the investigation and recommendation of approval/disapproval of permit applications, the annual inventory of all advertising devices adjacent to controlled routes on the interstate, federal-aid primary as of June 1, 1991 and the national highway systems, the annual renewal billing of permitted advertising devices, the investigation of illegal advertising devices to result in removal or bringing the device into compliance, and various other functions associated with these responsibilities to enforce Chapter 5516. of Revised Code and Chapter 55012: 2-2 of Administrative Code.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Realty Specialist 1	84521	28	05/14/1995

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of public relations, real estate & federal guidelines in order to learn all real estate disciplines through classroom training & perform basic assignments in multiple real estate disciplines as outlined on Page 4 of this document.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Realty Specialist 2	84522	30	05/14/1995

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of public relations, real estate policies & procedures & applicable state & federal guidelines in order to perform more complex assignments in multiple real estate disciplines as outlined on Page 5 of this document.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Realty Specialist 3	84523	31	05/14/1995

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of public relations, real estate policies & procedures & applicable state & federal guidelines in order to act as lead worker (i.e., provide work direction & training) over lower-level realty specialists & perform multi-projects & most complex assignments in two or more real estate disciplines & all acquisition processes as outlined on Page 7 of this document.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Realty Specialist Supervisor	84525	12	02/22/2015

CLASS CONCEPT:

The supervisory level class works under administrative direction & requires thorough knowledge of public relations, real estate policies & procedures & applicable state & federal guidelines in order to supervise realty specialists & oversee all activities of one operational unit (e.g., appraisal, appraisal review) in district office & review work performed by other department employees or consultants & prepare scope of services & manage consultants.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Realty Specialist Manager	84526	14	02/22/2015

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of public relations, real estate policies & procedures & applicable state & federal guidelines in order to supervise realty specialists & in some cases, also supervise technical &/or clerical support personnel or to supervise realty specialist personnel in or manage all activities related to multiple operational areas (i.e., appraisal, relocation assistance, acquisition, property management, advertising device control, utilities or properties) in district office & in addition to either option, act in absence of supervisor.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Realty Specialist 1	84521	14	05/14/1995	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Attends classroom training to learn all real estate disciplines & perform basic assignments in multiple real estate disciplines as follows:

conducts title searches to determine immediate ownership of record which normally covers 5 year period (i.e., title research/closings); or prepares appraisal reports & value findings for properties under \$5,000 (i.e., appraisal); or performs appraisal reviews of property not to exceed \$100,000 (i.e., appraisal review); or performs all acquisition activities for temporary right of way & acquisitions of permanent right of way parcels under \$10,000 & not involving damages to residual property (i.e., acquisition); or conducts relocation assistance calls to explain relocation & program to property owners (i.e., relocation assistance); or inspects property & determines condition thereof (e.g., needed physical repairs to residential & commercial structures), inspects property for rodent infestation & conducts carbon monoxide inspections (i.e., property management); or coordinates, prepares & reviews documents pertaining to highway access modifications, vacation of easements &/or sale of excess land or structures primarily for unit transactions involving value of \$10,000 or less (i.e., property disposition); or performs highway sign inventory activities & processes applications for permitting new advertising devices (i.e., advertising device control).

Assists other realty specialists; acts as witness in execution of instruments; drafts letters & memorandums; conducts research or investigative work as assigned; attends public hearings; participates in in-service training/seminars to keep abreast of changes in policies & procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business, marketing, real estate sales or real estate property management; public relations; real estate disciplines*; addition, subtraction, multiplication & division; state & federal guidelines applicable to real estate disciplines*. Ability to interpret variety of instructions in written, oral, picture or schedule form; read & comprehend construction & right of way plans; gather, collate & classify information about data, people or things; prepare standard business records, reports & correspondence; handle routine & sensitive contacts involving discussion/explanation of assigned real estate discipline.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in business administration or marketing to include one course in public relations or communication. Must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in real estate sales or real estate property management which included basic real estate principles & practices & real estate law. Must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel which may include overnight stay; probationary period is one year.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Realty Specialist 2	84522	14	05/14/1995	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs more complex assignments in multiple real estate disciplines as follows:

Researches chain of title reflecting at least 42 years of ownership (i.e., title research/closings); or prepares full narrative appraisal reports for properties or performs appraisal review function (i.e., appraisal); or performs appraisal review not to exceed \$300,000 (i.e., appraisal review); or performs all acquisition activities which involve permanent right of way change in residual value of property of any value (i.e., acquisition); or determines comparable dwelling for relocation of property owner, determines relocation benefits including identification of comparable property for relocation of property owner by searching market & determining decent, safe & sanitary housing & computes expenditures for relocation (i.e., relocation assistance); or determines rental amounts & prepares rental contracts, obtains estimates for repair of rental property, evaluates repair estimates & determines appropriate course of action & conducts asbestos inspections, testing & abatement (i.e., property management); or performs all activities of Realty Specialist 1 assigned to property disposition, but with no limit on dollar value, conducts title research & acquisition activities associated with gaining access to landlocked parcels of excess land, prepares financial analysis for determining marketability of land or access rights, feasibility studies & plans of action for physical relocation of acquired structures & documents involved in sale of building demolition contracts & performs activities similarly associated with sale of property & property rights (i.e., property disposition); or performs all duties of Realty Specialist 1 in advertising device control & performs all necessary research involved in verifying illegal devices, prepares all documents to accomplish removal of illegal device to include research of titles at court house, conducts site inspections, contacts owners, conducts internal file search, testifies in court & performs other duties related thereto (i.e., advertising device control).

Prepares reports on project status/assignments; assists tax agents in rudimentary analysis of real estate values; assists in development & preparation of preliminary need studies & feasibility studies to determine future improvements.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business, marketing, real estate sales or real estate property management; public relations; multiple real estate disciplines commensurate with assignments; addition, subtraction, multiplication & division; state & federal guidelines applicable to assigned real estate disciplines. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports & documents; gather, collate & classify information about data, people or things; handle standard & sensitive business contacts with property owners, utility &/or other governmental representatives; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. as Realty Specialist 1, 84521 commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or completion of undergraduate core coursework in business administration or marketing to include one course in public relations or communication; 12 mos. trg. or 12 mos. exp. in licensed real estate sales or real estate property management which included basic real estate principles & practices & real estate law commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. exp. in licensed real estate sales or real estate property management which included basic real estate principles & practices & real estate law commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel which may include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Realty Specialist 3	84523	14	05/14/1995	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., provides work direction & on-job training) over lower-level realty specialists & performs multi-project & most complex assignments (e.g., complex parcels & right of way takings of large residential, commercial, industrial, agricultural & special use; partial take areas involving complex appraisals & residual remnants; parcels having extensive, multiple title ownerships & possible outstanding encumbrances; acquisition of rights of way from railroads; appraisal of machinery & equipment affixed to real estate; relocation of large businesses with extensive inventories; acquisition of rights of way involving negotiation with local public agency councils, attorneys, board of directors, out-of-state owners & multi-ownerships; arranging for disposal by public auction of large excess land parcels; landlocked residues; structured sales in advance of contract letting; collection of proceeds & preparing of conveyance instruments) in multiple real estate disciplines.

Assists district real estate administrator, region realty specialist supervisor or manager or central office bureau administrators in monitoring project work plans & recommends adjustments as necessary; conducts classroom training in particular real estate discipline depending upon proficiency level as assigned; performs investigative work in resolving state & federal audit citations.

Prepares correspondence & reports as required; attends & participates in public hearings to address private citizens' concerns & explains acquisition processes; performs utility & right of way functions as assigned in district office.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business, marketing, real estate sales or real estate property management; public relations; two or more real estate disciplines commensurate with assignments; addition, subtraction, multiplication & division; state & federal guidelines applicable to assigned real estate disciplines; employee training & development*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, accurate & concise reports & documents; gather, collate & classify information about data, people or things; handle standard & sensitive business contacts with property owners, utility &/or other governmental representatives; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. exp. as Realty Specialist 2, 84522 commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or completion of undergraduate core coursework in business administration or marketing; 30 mos. exp. in licensed real estate sales activities commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or 54 mos. trg. or 54 mos. exp. in licensed real estate sales activities commensurate with disciplines utilized in position to be filled; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel which may include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Realty Specialist Supervisor	84525	EX	02/22/2015	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises realty specialists & oversees all activities of one operational unit (e.g., appraisal, appraisal review) in district office & reviews work performed by other department employees or consultants & prepares scope of services & manages consultants.

Coordinates & administers auctions as directed; performs administrative tasks (e.g., prepares applications for funds & controlling board approval; conducts inspections & reviews in resolving operational deficiencies; investigates & resolves complaints; assists in developing policy, procedures & legislative changes); prepares reports & correspondence.

Represents section & bureau in private & public meetings, hearings & seminars; conducts staff training courses & provides technical guidance; represents section manager & section at project status & staff meetings; as assigned, operates state vehicle to meet with property owners for purpose of acquiring right of way, makes onsite visits to inspect properties, appraise properties, perform title research at courthouse, attend closings at title companies & transport equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business, marketing, real estate sales or real estate property management; public relations; two or more real estate disciplines commensurate with assignments; addition, subtraction, multiplication & division; state & federal guidelines applicable to assigned real estate disciplines; employee training & development; supervisory principles & techniques*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare instruments of conveyance, contracts & other legal documents; gather, collate & classify information about data, people or things; responds to complaints from angry citizens & government officials; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. exp. as Realty Specialist 3, 84523; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or completion of undergraduate core coursework in business administration or marketing; 54 mos. trg. or 54 mos. exp. in licensed real estate sales activities; 2 yrs. trg. or 2 yrs. exp. in providing work direction & training to others; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or 6 yrs. & 6 mos. trg. or 6 yrs. & 6 mos. exp. in licensed real estate sales activities; 2 yrs. trg. or 2 yrs. exp. in providing work direction & training to others; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel which may include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Realty Specialist Manager	84526	EX	02/22/2015	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In ODOT District Office, supervises realty specialist & in some cases, also supervises technical &/or clerical personnel engaged in or manages all activities related to multiple operational areas (i.e., appraisal, relocation assistance, acquisition, property management, advertising device control, utilities or properties) in district office & acts in absence of immediate supervisor.

Provides assistance & guidance to districts; manages sales of excess lands & arranges for appraisal & auction processes; finalizes sales by collection & deposit of proceeds & preparing & executing conveyance instruments.

Represents District in staff & project meetings; prepares correspondence, reports & annual budget requests; performs investigative work in resolving problematic operational deficiencies; as assigned, operates state vehicle to meet with property owners for purpose of acquiring right of way, makes onsite visits to inspect properties, appraise properties, perform title research at courthouse, attend closings at title companies & transport equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business, marketing, real estate sales or real estate property management; public relations; real estate disciplines commensurate with assignments; addition, subtraction, multiplication & division; state & federal guidelines applicable to assigned real estate disciplines; employee training & development; supervisory principles & techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; gather, collate & classify information about data, people or things; responds to complaints from angry citizens & government officials; establish friendly atmosphere as supervisor/manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. exp. as Realty Specialist Supervisor, 84525; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or completion of undergraduate core coursework in business administration or marketing; 6 yrs. & 6 mos. trg. or 6 yrs. & 6 mos. exp. in licensed real estate sales activities; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or 8 yrs. & 6 mos. trg. or 8 yrs. & 6 mos. exp. in licensed real estate sales activities; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; if assigned to operate a state vehicle to perform real estate activities, must possess valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel which may include overnight stay.