

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Property Agent

SERIES NO.:

8456

MAJOR AGENCIES:

Natural Resources, Administrative Services

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the property agent occupation is to negotiate rights of way, sale or purchase of state property or assist local public agencies in conducting right of way negotiations.

At the lowest level, incumbents conduct complex negotiations for rights of way or negotiate for both purchase & sale of property. At the second level, incumbents act as liaison with local public agencies conducting rights of way negotiations.

Note: Classification series shall not be used to allocate positions in the Ohio Department of Transportation. See Realty Specialist, 8452 series.

CLASS TITLE

Property Agent

CLASS NUMBER

84561

PAY RANGE

27

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of public relations, real estate & state & federal guidelines applicable to acquisitions for assigned agency & program in order to assist in negotiations for sale or purchase of state property & appraisal of properties completed for purchase, sale or lease & act as closing agent when assigned in Department of Administrative Services, or negotiate land acquisitions, surplus land sales, lake land sales, agreements & easements in Department of Natural Resources.

CLASS TITLE

Property Agent Coordinator

CLASS NUMBER

84563

PAY RANGE

29

EFFECTIVE

05/14/1995

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of public relations, real estate & state & federal guidelines applicable to acquisitions for right of way in order to act as liaison with local public agencies electing to negotiate rights of way with property owners.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--------------------|---------------------|--------------|------------------|------------------|
| Property Agent | 84561 | 14 | 01/09/2005 | 27 |

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 Department of Administrative Services assists in negotiations for sale or purchase of state property, assists in appraisal of properties completed for purchase, sale or lease & acts as closing agent when assigned,

OR

In Department of Natural Resources negotiates land acquisitions, surplus land sales, lake land sales, agreements & easements with property owners &/or their representatives.

Prepares reports, correspondence & documents (e.g., status reports; recommendations & justification for reconsideration of fair market value; approval for additional appraisal; final fair market value offer letters; verification of title reports; removal notices for signs illegally erected; leases of oil & gas; submerged lands & lands & buildings; easements; permits; capital inventory; documentation for administrative reviews; secures right-of-way permits, leases, easements, transfers of jurisdiction, assignments, real estate contracts); maintains capital inventory.

Serves as liaison between property owner, agency & other local public agencies; investigates problems & complaints; represents agency at local zoning hearings; meets with local zoning officials & sign company personnel to explain laws & departmental rules & regulations; receives training in other real estate disciplines (e.g., appraisal, relocation); recommends property settlements; secures permission to survey or appraise from owners; resolves boundary disputes & complaints from property owners); assists in negotiations for purchase of property; effects sales of state property (e.g., including preparing newspaper advertisements & holding auction if necessary); investigates problems & complaints.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; real estate; state & federal guidelines applicable to acquisitions for assigned agency & program*. Ability to interpret variety of instructions in written, oral, picture or schedule form; discuss plans & negotiate settlements with property owners; read construction plans; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in real estate; must 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; may work flexible hours.

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|----------------------------|---------------------|--------------|------------------|------------------|
| Property Agent Coordinator | 84563 | 14 | 05/14/1995 | 29 |

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 liaison with local public agencies (i.e., LPA's) electing to negotiate rights of way with property owners (e.g., prepares consent legislation to permit agencies to conduct negotiations, drafts real estate agreements, meets with LPA's to discuss functions of agency & state & federal requirements of program, monitors progress of LPA projects, coordinates preparation of parcels, monitors disposition of condemnation cases, arranges for engineering & appraisal witnesses for pre-trial &/or trial, checks & verifies submission of claims for reimbursement for work performed).

Attends & participates in public hearings & informational meetings; attends plan reviews; coordinates distribution of plans & descriptions to agency offices, consultants &/or other interested parties; reviews & coordinates plan changes; maintains inventory of excess lands in district; responds to inquiries & complaints from general public & government officials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; management*; real estate; state & federal guidelines applicable to acquisitions for assigned program (i.e., right of way); management*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare legislation & real estate agreements; gather, collate & classify information about data, people or things; respond to complaints from general public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

9 mos. trg. or 9 mos. exp. in public relations; 18 mos. trg. or 18 mos. exp. in real estate; 12 mos. trg. or 12 mos. exp. in state & federal guidelines applicable to acquisitions for assigned program (i.e., right of way); valid drivers' 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.