NEW AUG 0 2 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Property Agent 2	CODE: 84562C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from real estate administrator 1, property agent supervisor or other administrative supervisor, in Department of Transportation negotiates for rights of way of complex nature (e.g., commercial, large residential, industrial, agricultural) for transportation improvements, or prepares documentation & justification for right of way purchases in excess of fair market value, or maintains inventory of & monitors advertising devices, or in Department of Administrative Services assists in negotiations for sale or purchase of state property & appraisals of properties for purchase, sale or lease;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	34-44	A-In Department of Transportation negotiates for rights of way of complex nature (e.g., commercial, large residential, industrial, agricultural) for transportation improvements, or prepares documentation & justification for purchase of rights of way settlement of appropriation cases in excess of fair market value, or maintains inventory of advertising devices & monitors surveillance of designated routes (e.g., verifies permit plates & locations), investigates & reports location of proposed advertising devices for zoning, size, lighting & spacing prior to permit issuance, determines zoning of land in absence of local zoning laws & performs inspections & inventories of junkyard when assigned. B-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.	Knowledge of (1) public relations, (2) state & federal guidelines applicable to rights of way or advertising device control & junkyard screening compliance*, (3) real estate; ability to (4) interpret variety of instructions in written, oral, picture or schedule form, (5) calculate fractions, decimals & percentages, (6) use proper research methods in gathering data, (7) gather, collate & classify information about data, people or things, (8) answer routine telephone inquiries from public, (9) demonstrate physical fitness.
2	40-46	Prepares reports & correspondence (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	Knowledge of 2*, 3; ability to 4, 5, 7, 8, (10) prepare leases &/or contracts. *Developed after employment

(1193) 123. 1-7-77

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel; may require overnight travel.	300 hrs. training in public relations (or 3 mos. exp.); 300 hrs. training in real estate (or 3 mos. exp.); or equivalent. Valid Driver's License.	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		inventory).	
3	6-12	Provides on job training & exposure to acquisition process to property agent 1's; meets with & advises supervisor on personnel assignments & staff requirements; monitors district personnel in removal of illegally erected signs; serves as project team leader when assigned.	Knowledge of 1, 2*, 3, (11) employee training & development*, (12) supervision*; ability to 4, 5, 6, 7, (13) cooperate with co-workers on group projects.
4	6-12	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).	Knowledge of 1, 2*, 3; ability to 4, 5, 7, (14) understand manuals & verbal instructions, technical in nature, (15) handle sensitive inquiries from & contacts with officials & general public.

(1194)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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