NEW AUG 0 3 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Property Agent 3	CODE: 84563C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from property agent supervisor or real estate administrator 1, acts as lead worker over lower-level property agents & clerical support staff;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	56-66	Acts as lead worker (i.e., trains & provides work direction) over lower-level property agents & clerical support staff (e.g., monitors progress of field negotiations; makes parcel assignments & monitors project team activities; oversees preparation of & reviews appraisals, title reports, instrument letter of offer, contract of sale & purchase, right of way & construction plans, billings, deeds & instruments of conveyances, contracts & agreements; directs field personnel in negotiations & acquisition of advertising devices; trains personnel in state & federal laws & regulations regarding advertising devices & junkyard screening).	Knowledge of (1) employee training & development*, (2) supervision*, (3) state & federal guidelines applicable to rights of way or advertising devise control & junkyard screening, (4) real estate; ability to (5) interpret variety of instructions in written, oral, picture or schedule form, (6) calculate fractions, decimals & percentages, (7) proofread technical materials, recognize errors & make corrections, (8) gather, collate & classify information about data, people or things, (9) establish friendly atmosphere as supervisor, (10) demonstrate physical fitness.
2	13-23	Coordinates acquisition activities with other agency offices & other governmental agencies; meets with railroads to initiate negotiations; represents agency at public hearings; acts as closing agent; explains laws & regulations of program; investigates complaints.	Knowledge of 3, 4, (11) public relations; ability to 5, 6, (12) handle sensitive inquiries from & contacts with officials & general public.
3	11-21	Prepares correspondence & reports (e.g., progress reports, responses to investigations &/or complaints, contracts, title reports, request warrants for payment, conveyance instruments).	Knowledge of 3, 4; ability to 5, 8, 11, 12, (13) prepare deeds &/or contracts.
4	2-8	Receives training in other real estate disciplines (e.g., acquisition, appraisal, relocation); assists in property management when assigned.	Knowledge of 4; ability to 5, 6, 8, 12, (14) understand manuals & verbal instructions, technical in nature.

(1195) 128. 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires travel; may require overnight travel.	600 hrs. training in state & federal guidelines applicable to program assigned (i.e., right of way or advertising device control & junkyard screening) (or 6 mos. exp.); 600 hrs. training in real estate (or 6 mos. exp.); 300 hrs. training in public relations (or 3 mos. exp.); or equivalent. Valid Driver's License.	

FORM ADM-4134

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