

LAND ACQUISITION AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a complex nature, which involves responsibility for appraising real properties, negotiating for their purchase by either the County or in a local municipality and administrative work attendant to the appraisal and negotiation duties. The work is performed independently, for the most part, however, outside appraisers may be consulted for evaluation and/or confirmation of large parcels. General supervision is received from a department head. Negotiation activities may be performed at other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Appraises properties as a basis for negotiating acquisitions;
Negotiates with property owners, their attorneys and real estate consultants for the acquisition of property and easements;
Advises County department heads on real estate matters involving the planning, estimating and acquisition of property and/or easements;
Establishes and maintains a system of records and files, which may be digitized, and may include building and property information and appraisals and negotiations including complete activity logs on each property;
Maintains personal records including time sheets, mileage justifications and advance daily schedule;
Secures and maintains up-to-date references and data concerning local real estate matters such as current and projected land values, land uses, zoning regulations, etc.;
Writes reports;
May testify on real estate matters before condemnation commission, courts of law or other official bodies.

When employed by a local municipality:

Performs computerized mapping studies of fire hydrants, sewers, etc. using technical tools such as GIS and acts as a liaison with County and State agencies in mapping and census matters;
Reviews records for cost of construction for building permits and compares cost of new construction to current records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of appraisal techniques and practices; thorough knowledge of negotiation techniques and practices; good knowledge of real estate brokerage practices and procedures; good knowledge of zoning, building and other municipal ordinances affecting land use and values; ability to establish and maintain complete and accurate records; ability to write clear and concise reports; ability to read and interpret maps; ability to maintain successful relations with people.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of responsible business experience which must have included a minimum of two (2) years of licensed real estate selling and/or appraisal experience and two (2) years of responsible administrative or managerial experience.

NOTE: College education or full-time assessing experience may be substituted for the general experience, and up to one (1) year in each of the specialized experience requirements, on a year-for-year basis.