

REAL ESTATE REPRESENTATIVE SENIOR

KIND OF WORK

Professional work providing lead work direction, coordinating, and/or reviewing property appraisals, direct purchases, reconveyances, relocation, and property management activities.

NATURE AND PURPOSE

Under administrative direction, reviews and provides lead work direction to Real Estate staff, consultants or others who conduct field title research, appraisals, direct purchase, replacement housing, property management, reconveyances for acquisition/disposal of property by Mn/DOT; conducts appraisals of very complex properties; and, performs related work as required.

The class differs from the Real Estate Representative classification in that it reviews, coordinates and/or provides lead work direction to subordinates. These employees may also conduct appraisals, direct purchases and relocations with the appropriate license of the most complex properties.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinates many facets of the appraisal, direct purchase, relocation, and property management functions to expedite prompt and accurate program delivery by assignments to qualified Real Estate staff, fee appraisers and consultants.

Appraises complicated and unique properties to be used as the basis of the state's offer to support purchase negotiations and ensure that a fair market value for each property is determined by complying with legal requirements and applying valuation knowledge.

Testifies as an expert witness at condemnation/commissioner/administrative/appeal hearings and court actions to represent the state and verify findings and conclusions.

Reviews and examines all direct purchase files so that files contain all necessary information and documents needed for commencement of direct purchase activities.

Presents direct purchase offers to property owners and/or their representatives for complex and difficult property acquisitions by complying with legal requirements and applying valuation knowledge and engineering data.

Examines, reviews and submits relocation claims so that disbursement of funds are legal, appropriate, and fiscally responsible.

Directs the closing and processing of all real property transactions so that the state receives legal title and that all appropriate interests are satisfied and funds are disbursed in a timely fashion.

Promotes the Metropolitan Council for Right of Way Acquisition Loan Fund (RALF) by complying with legal requirements and determining the need for technical assistance to cities or counties.

Recommends improvements in district/division procedures and in all areas of the Real Estate Office by complying with rules and regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive real estate knowledge which includes: the appraisal, direct purchase and relocation process and procedures; real estate law, Eminent Domain, land and building sales, titles, and closing sufficient to estimate value or damages, prepare appraisal reports, review and approve appraisals, replacement housing supplements, direct purchase packages and relocation conclusions.

Appraisal methods sufficient to apply and use the different valuation approaches (cost, market, etc.) and to explain, illustrate and defend conclusions of value at a commissioner's hearing.

Mn/DOT Right of Way procedures and practices sufficient to secure, dispose of and monitor real property.

Highway design and construction practices sufficient to relate details to clientele.

Ability to:

Establish effective working relationships with public officials, property owners and department personnel sufficient to successfully negotiate and secure the acquisition, disposal, lease agreement, and supplemental housing agreements of property to be acquired by the state.

Read and speak effectively sufficient to assign work, train employees, coordinate activities, and explain maps and plans to clientele and interrelate with all personnel in the department.

Exercise independent judgment and decision making sufficient to coordinate resolutions of purchase and relocation problems/activities and recommend solutions.

Prepare complete and concise reports sufficient to document and fulfill all parts of the acquisition process.

Est.: 1/58
Ckd.: 11/92
Rev.: 3/96

T.C.: 7/67, 3/68, 2/73, 4/84, 8/96
Former Title(s): Right of Way Agent II
Senior Right of Way
Agent
Right of Way Agent,
Senior
Right of Way Agent 3