

LAND AGENT I

NATURE OF WORK IN THIS CLASS:

This is routine technical land administration work involved in acquisition, disposition and inspection and enforcement activities.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Accompanies higher level agents in field trips to verify and secure data and other information relating to proposed land transactions.

Searches land records and obtains designated information.

Reviews simple and routine land use applications and evaluates request for conformance to land laws, rules and regulations.

Reviews appraisal reports for familiarization and to learn basic appraisal principles, methods and techniques.

Accompanies higher level land agents in the inspection of lands to recognize violations of agreements and land use.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply the methods and techniques of land management, disposition, and acquisition.

Ability to learn, interpret and apply pertinent laws, rules and regulations and other program guidelines.

Ability to learn and apply information gathering techniques relevant to land transactions.

Ability to learn and apply basic appraisal principals, methods and techniques.

Ability to read maps and locate properties.

Ability to learn and apply the various legal instruments affecting land transactions and management.

Ability to enforce laws and regulations with tact, firmness and impartiality.

Ability to work effectively with the general public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

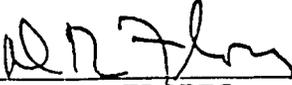
(A) Two years of experience as a property tax technician, engineering aide, in general office management and administrative work; or in inspection and enforcement work; and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission