

LAND AGENT II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical land administration work involved in acquisition, disposition and management of public lands.

Employees in this class perform moderately complex technical work independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

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.)

Searches and gathers detailed technical data and other information for the preparation of moderately complex land transactions; interviews applicants; reviews applications and evaluates request for conformance to established laws and other guidelines and requirements and recommends approval or disapproval.

Prepares informal appraisal reports following inspection of property involved.

Assists higher level agents in the acquisition, disposition and management of the more complex types of land actions involving negotiation and other complex activities.

Inspects properties and prepares reports of violations of agreements, laws, rules and regulations affecting such lands and recommends action to correct violations.

Attends public hearings, meetings and conferences.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the routine methods and techniques of acquisition, disposition and management of public lands.

Knowledge of basic appraisal principles, methods and techniques.

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

Ability to make work decisions in accordance with program guidelines

Ability to gather and analyze data and information on land transactions.

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

Ability to read survey maps and identify properties.

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

Ability to work effectively with the 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) One year of experience as a Land Agent I or equivalent 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