

LAND AGENT III

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex technical duties, including independent work in specialized areas of land administration.

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.)

Coordinates the uniform sale, exchange, or lease of government lands for public or private project; reviews and analyzes requests; prepares reports and recommendations as to disposition of applications.

Searches for and compiles detailed technical data and other required information.

Estimates property values; makes field visits to inspect the land involved.

Assists in the preparation of land condemnation proceedings.

Negotiates terms of land exchanges, purchases and dispositions of government land; coordinates and obtains assistance from the Attorney General's Office in preparing the required legal documents.

Reviews and examines subdivision designs for development patterns and conformance with statutes, rules, regulations and other guidelines.

Conducts periodic inspections of lands for compliance with pertinent laws, rules, regulations and contractual agreements; prepares written reports of violations noted, and recommends appropriate corrective and remedial action.

Participates in public hearings, meetings and conferences.

Prepares position papers for disposition of public lands and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods and practices of land administration involving acquisition, dispositions, and management of public lands.

Knowledge of legal instruments affecting land transactions and management.

Knowledge of basic real property appraisal methods and practices.

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 read maps and identify and locate properties.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports of findings including conclusions and recommendations.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

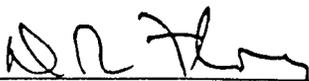
(A) Two years of experience as Land Agent II or equivalent work, and graduation from high school; or

(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