

LAND AGENT SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is supervisory technical work involved in acquisition, disposition and management of public lands.

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

Supervises subordinate land agents engaged in various land administration programs and activities.

Participates in complex acquisitions and negotiations activities.

Reviews public land transactions to determine their legality.

Reviews legal documents to ascertain compliance with proposed transactions.

Coordinates activities with other governmental and private agencies on land matters.

Supervises the investigation of violations and enforcement activities.

Analyzes and interprets data pertinent to land acquisition, disposition, and inspection and enforcement.

Participates in budget preparation; prepares activity reports.

Recommends and implements policies, procedures, rules and regulations effecting land administration programs.

Participates in hearings and meetings relative to program activities.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods and practices of land administration.

Knowledge of legal instruments affecting the various land transactions.

Knowledge of negotiation methods for the acquisition and disposition of real estate.

Knowledge of basic real property appraisal methods and practices.

Ability to supervise the work of others.

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 work effectively with the public and employees.

Ability to read maps and identify and locate properties.

Ability to communicate effectively, orally and in writing.

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

Skill in analysis and evaluation.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Land Agent III 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.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission