

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAND ACQUISITION AGENT II

POSITION CODE: 23092

Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as a generalist performing professional land acquisition duties in the land acquisition and/or property management program; performs field activities in contact with property owners, their agents, and special assistant attorney general concerning simple acquisitions, i.e., houses, lots, easy title clearance problems, on behalf of the agency; reviews contractual project maps; reviews simple appraisals; performs corrections and prepares summary reports as to accuracy of project; maintains current land acquisition maps; establishes project folders; searches and assembles required documents for use in field activities; reviews files for accuracy and completeness; maintains files on parcels assigned, negotiation status, and relocation status; prepares correspondence to property owners, attorneys, title companies, and special assistant attorney general for proper closing of real property transactions; researches, reviews and assists in preparing lease documents, rental agreements and concession contracts.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews and verifies for accuracy and/or prepares individual parcel plats and legal descriptions of property to be acquired; assures accuracy of plats and legal descriptions which adequately describe property acquired or to be acquired.
2. Maintains current land acquisition maps showing properties owned or program for acquisition; prepares graphic displays which indicate location of sites for budget meetings or which provide technical assistance to other division personnel.
3. Reviews for completeness and organizes required documents for individual parcel assignments to field agents; assures all documents and legal descriptions are current and accurate; obtains additional information if necessary; prepares correspondence, affidavits, and option contracts to assure completeness of parcel packets.
4. Establishes files and maintains status records on individual parcel files concerning negotiation status, and relocation assistance cost; confers with field agents concerning status of project; maintains records to report time frames, progress and cost studies as necessary.

LAND ACQUISITION AGENT II (Continued)

5. Prepares and answers correspondence pertaining to land offers, expansion of existing acquisitions or new acquisitions, condemnations, inquiries from property owners and special assistant attorney general.
6. Assists in the preparation of various legal documents and notices for agency owned and managed properties; reviews documents, investigates complaints, and organizes collected data to assure sufficient information, form, accuracy and legality of documents.
7. Contracts private property owners, their agents, attorneys or trustees, to acquire property simple in nature for the agency; explains project procedures, legal documents and the purpose of acquisition; makes offer to purchase; prepares reports on acquisition activities and status of each parcel assigned.
8. Maintains liaison with title companies, property owners, attorneys and/or governmental agencies relative to establishing ownership of real property; prepares documents to clear less complex objections to titles, to obtain less complex preliminary title reports or policies, and to obtain merchantable titles which result in obtaining real property acquired on behalf of the Department of Natural Resources.
9. Reviews appraisal reports of real property to determine market value on simple acquisitions; prepares appraisal reports on low value, simple acquisitions; gathers and compiles records of comparable sales and other related data to prepare recommendations and reports on appraisal assignments.
10. Prepares lease agreements, short term permits, and various utility easements across agency owned and managed property; reviews and researches legal documents for compliance and appropriateness of documents; makes recommendations to administrative staff.
11. Prepares tax exemption petitions and/or special assessment exemptions for each parcel or land acquired by negotiation and condemnations; prepares transmittal letter and forwards to respective governmental agencies.
12. Reviews files on each parcel of land acquired by negotiation and condemnation; orders title insurance policies for simple acquisitions; prepares correspondence relative to objection to title; maintains liaison with Attorney General's Office; determines documents to be stored in archives.
13. Assists in the preparation and updating of the division's fiscal report; researches previous records; gathers data, and compiles data of total land and water acreage by site classification and region.

LAND ACQUISITION AGENT II (Continued)

14. Reviews and verifies for accuracy, project land maps and outstanding land rights lists and legal descriptions of properties to be acquired; prepares corrected plats and maps; prepares reports indicating differences; assists in final meetings with consultant firms preparing contractual land maps.
15. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in agriculture, real estate, forestry, pre-law, economics, or related fields.

Preferably requires completion of two certified courses offered through either the American Farm Management Appraisal Association, American Institute Real Estate Appraisers, Society of Real Estate Appraisers, American Right-of-Way Association.

Requires two years professional experience in land titles, real property appraisal, land acquisition negotiations, plat and plan preparation, legal and administration, property management, and relocation activities.

Knowledges, Skills and Abilities

Requires working knowledge of real property appraisal and management principles and practices.

Requires working knowledge of state and federal laws, rules and regulations concerning land acquisition and related activities.

Requires ability to exercise sound independent judgment in appraisal, negotiations, and/or property management processes.

Requires ability to read and interpret maps, abstracts, titles, court records, and legal documents.

Requires ability to prepare detailed written work and complete accurate reports and maintain accurate records.

Requires ability to maintain satisfactory working relationships with other employees, the general public, and special assistant attorney general.

Requires willingness and ability to travel as assignments dictate.