

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAND ACQUISITION AGENT III

POSITION CODE: 23093
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as a specialist performing professional land acquisition and/or property management duties; performs highly complex field activities in contact with property owners, their agents, and special assistant attorneys general, i.e., commercial, industrial, farm, on behalf of the agency; or, functions as a lead worker in providing professional work direction to lower level agents; provides professional assistance to special assistant attorney general in court proceedings; may testify in condemnation proceedings; prepares legal documents for Department of Natural Resources owned and managed property; coordinates and assures maximum yields from owned and managed property.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs final review of project land maps and outstanding land rights information prepared by consulting firms and staff personnel to assure accuracy in all maps, and information lists; reviews special reports prepared by staff summarizing land rights, inholdings and legal problems.
2. Provides professional assistance and monitors the preparation of plats, surveys and other graphics; assures that other sections within the land acquisition program are provided maps, plats, and other graphics in a timely manner; establishes section standards for use of plats, maps and/or plans for use in the land acquisition process.
3. Contracts with, coordinates and reviews each appraisal submitted by independent appraisers on each parcel to be acquired by Department of Natural Resources to adequately support the final estimate of fair market value as required by state and federal laws; maintains a current list of qualified fee appraisers; may perform appraisals as required.
4. Represents the division in meetings and conferences relative to matters involving plats, maps, plans, condemnation activities, title problems, negotiations and/or negotiation procedures, appraisals and/or cost estimates; supervises section in absence of supervisor.
5. Orders new and updated title information for the acquisition of land for the Department of Natural Resources; submits letter of request for title accompanied by prepared plat which accurately describes property to be acquired; reviews and proofs plats for accuracy and completeness against title information.

LAND ACQUISITION AGENT III (Continued)

6. Contacts private property owners, their agents, attorneys or trustees to acquire property complex in nature for the agency; explains project procedures, legal documents and the purpose of acquisition; makes offer to purchase; may offer increased price within predetermined range; prepares reports on acquisition activities, title problems and outstanding interest detailing the activities and status of each parcel assigned.
7. Performs preliminary and project relocation activities; contacts property owners and conducts field interviews with owners and tenants to determine supplemental payment; prepares evaluations to determine financial aid; explains Uniform Relocation Act; compiles the documentation needed to place occupants in new locations.
8. Coordinates activities involving eminent domain proceedings; assists in evaluating witnesses; attends trials and may testify in condemnation proceedings; assists special assistant attorney general in obtaining data required for the prosecution of condemnation cases; provides technical and professional assistance to other divisions or lower level agents to assure satisfactory completion of department's projects and programs.
9. Maintains liaison with title companies, property owners, attorneys and/or governmental agencies relative to establishing ownership of real property; prepares documents to clear complex objections to titles, to obtain 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.
10. Coordinates the activities concerning property management; prepares residential and commercial rental and lease agreements; advises historians, architects, engineers, and land managers concerning structures acquired by the agency and their possible demolition, disposal, rehabilitation or special use.
11. 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 a 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.

LAND ACQUISITION AGENT III (Continued)

Requires four 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 extensive knowledge of real property appraisal and management principles and practices.

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

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

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

Requires ability to prepare detailed comprehensive written work assignments 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.