



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2201
2202
2203
2204

REALTY OFFICER

SCOPE OF WORK:

Work involves activities associated with the valuation and/or acquisition of property. Activities include, but are not limited to, appraisal, negotiation, relocation assistance, title clearance, and closing of property.

DUTIES PERFORMED AT ALL LEVELS:

- Conduct research and analyze data such as project design plans, plats, property titles and other legal documents, market information, soil information, etc.
- Determine the fair value of property through various approaches.
- Present valuations; explain construction plans and acquisition policies and procedures to property owners.
- Negotiate with property owners and officials to secure property, rights of way, etc. and to settle claims for damages.
- Coordinate and consult with environmental professional staff to assure required environmental documentation.
- Prepare required documents and reports.
- Assist with the issuance of billboard permits and the valuation and inventory of billboards.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

REALTY OFFICER I

2201

GRADE H

LEVEL DEFINITION:

Work at this level generally involves entry level appraisal and negotiation activities performed under close supervision and by individuals who have not yet gained a full working knowledge of the property appraisal and right of way acquisition processes and related statutes, guidelines, and procedures. Individuals in positions classified at this level will be trained to reach a level of competence at which they can complete duties with only general supervision and guidance.

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ND Class Specification
Realty Officer

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires four years of college with a major in real estate, economics, finance, business administration, or another major that provided the knowledge and skill required to perform the assigned duties. Or four years of work experience in real estate, economics, finance, business administration, or another field that provided the knowledge and skill required to perform the assigned duties. Or any combination of education and experience as listed above that provided the knowledge and skill required to perform the assigned duties.

REALTY OFFICER II

2202

GRADE J

LEVEL DEFINITION:

Work at this level is performed at the fully qualified level under general supervision and guidance. Work is characteristic of the assigned project's low property appraisal value and/or the simplicity of the appraisal and/or acquisition problem. It does not require in-depth analysis, presentation, and negotiation and thus results in a lesser degree of complexity than that associated with higher levels within this series.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires four years of college with a major in real estate, economics, finance, business administration, or another major that provided the knowledge and skill required to perform the assigned duties, and two years of work experience that included real property appraisal or acquisition. Or six years of work experience in real estate, economics, finance, business administration, or another field that provided the knowledge and skill required to perform the assigned duties, two years of which included real property appraisal or acquisition. Or any combination of education and experience as listed above that provided the knowledge and skill required to perform the assigned duties. At least two years of work experience must have included real property appraisal or acquisition.

REALTY OFFICER III

2203

GRADE L

LEVEL DEFINITION:

Work at this level is more complex than the previous level due to the detailed and complex nature of the appraisal and acquisition problems encountered thus requires a greater degree of knowledge and skill associated with analysis, presentation, and negotiation.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate conditions of right of way settlements with other divisions within department.
- Recommend condemnations; determine and recommend amounts of administrative settlements.
- Review appraisals completed by city and county officers and other staff.
- Participate in sales of excess property.
- Develop and analyze socio-economic data on individuals and businesses displaced through the acquisition of property; search for alternative relocation sites; determine fair reimbursement for all relocation expenses; prepare and make recommendations on comprehensive relocation plans.
- Oversee state's beautification (billboard and junkyard control) programs; prepare recommended rules and regulations for state programs; coordinate billboard purchase, removal and relocation assistance; approve permit applications for billboards.
- Interpret, apply, and ensure compliance with laws, rules and regulations.
- Defend valuations and acquisition in eminent domain court proceedings.

MINIMUM QUALIFICATIONS:

Requires four years of college with a major in real estate, economics, finance, business administration, or another major that provided the knowledge and skill required to perform the assigned duties, and four years of work experience that included real property appraisal or acquisition. Or eight years of work experience in real estate, economics, finance, business administration, or another field that provided the knowledge and skill required to perform the assigned duties. Four years must have included real property appraisal or acquisition. Or any combination of education and experience as listed above that provided the knowledge and skill required to perform the assigned duties. Four years of the work experience must have included real property appraisal or acquisition.

REALTY OFFICER IV
GRADE M

2204

LEVEL DEFINITION:

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ND Class Specification
Realty Officer

Most positions assigned a classification at this level have responsibility for management of a major appraisal or acquisition unit within a department involved in eminent domain. Work requires an extensive knowledge of the appraisal and acquisition standards and requirements to apply in the review of appraisals and acquisitions performed by other staff, local public agency appraisers, and/or fee appraisers. Alternatively, some positions perform the most complex and detailed appraisal and acquisition problems and provide an expert level of work with a relative degree of accountability.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Consult with legal counsel relative to preparing settlement proposals and court exhibits or on complex ownership problems.
- Plan, organize, staff, control, and evaluate the work activities of a major function of the division.
- Interpret and implement state and federal laws applying to eminent domain.
- Formulate and implement policies and procedures pertaining to the assigned function.
- Review appraisals and acquisitions to ensure compliance with federal and state laws, rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:

Requires four years of college with a major in real estate, economics, finance, business administration, or another major that provided the knowledge and skill required to perform the assigned duties plus four years of work experience in eminent domain appraisal and acquisition. Or ten years of work experience in real estate, economics, finance, business administration, or another field that provided the knowledge and skill required to perform the assigned duties. Four years of the work experience must have included experience in eminent domain appraisal and acquisition. Or any combination of education and experience as listed above that provided the knowledge and skill required to perform the assigned duties, with at least four years of work experience in eminent domain appraisal and acquisition.

Eff. Date: 10/74

Rev: 11/74 – Changed minimum qualifications

Rev: 09/81 – Combined Right-of-Way Appraiser and Right-of-Acquisition Agent series into the Realty Officer series

Rev: 05/83 – Reviewed series on request, deleted level IV

Rev: 12/95 – Reviewed series on request, added entry level

Rev: 07/12 – Conversion to Hay System