

Reports to: Legal Director



Class Code: 1431

Pay Grade: 108

FLSA: Exempt

LAND TRANSACTION OFFICER

NATURE OF WORK

Serving the public with administrative and technical work in the acquisition, disposition, and management of lands acquired by the city for public works and community development projects.

DISTINGUISHING FEATURES

Work involves tasks in the acquisition, disposition and periodic management of property. Work is performed with considerable technical independence in accordance with city, state, and federal policies relating to the expenditure of funds and in accordance with city policy relating to the equitable and uniform purchase of property from citizens. Work requires the exercise of judgment and the application of technical knowledge. Requests for services of the incumbent come from the agencies or departments in the city that need property to be acquired for municipal purposes or from the Illinois Department of Transportation for state road projects within the city.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Carries out tasks involved in the acquisition of properties for interstate and state highway projects or city streets, sewer, or park projects.

Contacts owners of property, inspects property, orders and reviews appraisals; drafts documents to state value and offer of purchase; presents offer and negotiates sale; prepares deeds, easements and closing documents.

Reviews and analyzes projects as to funding source, appraisal procedures, selection of appraisers; confers with appraisers to explain project and establish appraisal fees; accompanies appraiser, if necessary, to view property.

Reviews and approves payments for purchases of property; conducts real estate closings; notarizes documents.

Conducts title searches; reviews and checks for accuracy surveys, plats, plans and legal descriptions for projects.

Works with office staff and Legal Director on budget matters, current projects, and estimates of property and related costs involved in current of future projects; reviews and approves real property tax bills.

Conducts field inspections of properties being acquired; meets with state and federal officials on matters relating to projects.

Administers and coordinates the acquisition process to ensure conformance with state and federal guidelines; meets with staff attorneys concerning condemnation and appeals.

May perform property management duties if acquired properties are occupied by tenants.

Maintains reasonable and predictable attendance.

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SUPERVISION RECEIVED

Works under the supervision of the Legal Director, who reviews work for the effectiveness of services provided, user satisfaction, and results achieved.

SUPERVISION EXERCISED

Supervision is not a responsibility of positions of this class, although functional direction may be exercised over other program or support staff in connection with various activities of the program. Employees may provide training in operational procedures, orient new employees, or assist in resolving unusual or difficult problems.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in an office setting, although work activities require attending meeting and conferences which involves traveling throughout the city.

SUCCESS FACTORS

Thorough knowledge of the methods and techniques used in property appraising and acquisition.

Thorough knowledge of the legal instruments effecting the transfer, sale, and lease of real property.

Thorough knowledge of the laws and regulations pertaining to real estate acquisition and appraisal.

Ability to plan, organize, coordinate, the tasks involved in property appraisal, negotiations, acquisitions and disposition.

Ability to read and interpret maps, condemnation plans, and property descriptions.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with other employees, property owners, and the public.

Ability to deal with the public in a pleasant and courteous manner.

Skill in the operation of a personal computer.

EDUCATION, TRAINING AND EXPERIENCE

Graduation from high school or G.E.D. supplemented by an Associate's Degree including coursework or training in real estate appraisal and law and five years experience in real estate appraisal and acquisition work. Any satisfactory equivalent combination of experience and

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training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain a valid Illinois driver's license.

Possession of, or ability to obtain an Illinois Real Estate Broker's license.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.