



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: February 19, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 4, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

RS II

Title Specialist  
Region 5/District 9/Program Development  
Highways  
Carbondale

Attachments  
40730

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 4, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

|                         |                              |                        |   |
|-------------------------|------------------------------|------------------------|---|
| <b>Classification:</b>  | <b>Realty Specialist II</b>  | <b>Salary Range:</b>   | <b>\$4,105 - \$7,315</b>  |
| <b>Position Title:</b>  | <b>Title Specialist</b>      | <b>Union Position:</b> | <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>Position Number:</b> | <b>PW942-23-59-301-20-02</b> | <b>IPR#:</b>           | <b>40730</b>  |

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**Office/Central Bureau/District/Work Address:**

Highways/Region 5/District 9/Bureau of Program Development, 2801 W Murphysboro Rd, Carbondale, IL

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**Description Of Duties:**

This position is accountable for securing title commitments needed for the acquisition of property for highway projects, maintaining the district records of right of way plats and documents, performing court house research and recording/managing state-owned property, and ordering/managing asbestos reports as well as other duties as assigned.

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**Special Qualifications:*****The following criteria is required:***

- Valid driver's license
- Extensive districtwide travel with some overnight stays; overtime

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to completion of four years of college including course work in engineering, business administration, prelaw and economics or related fields
- Two years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- College credits and/or work experience related to surveying, engineering, drafting in CADD, and managing title contracts
- Understanding of title commitments, legal descriptions and land lines, sectionalized land nomenclature, property management, and property acquisition.
- Strong Microsoft Office skills
- Strong organizational skills; and human relations skills

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**Shift/Remarks:**

8:00 am - 4:30 pm / Monday - Friday

**\*\*The incumbent will be required to work outdoors in a variety of conditions and weather including, but not limited to, active construction sites and roadways open to traffic.\*\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

|                     |                       |                         |  |
|---------------------|-----------------------|-------------------------|--|
| <b>DATE:</b>        | July, 2014            | <b>POSITION:</b>        | Title Specialist                           |
| <b>APPROVED BY:</b> | Angie Ritter          | <b>OFFICE/DIVISION:</b> | District 9/Program<br>Development/Land Acq |
| <b>CODE:</b>        | PW942 23-59-301-20-02 | <b>REPORTS TO:</b>      | Appraisal & Acquisition Sup                |

**Position Purpose**

This position is accountable for securing title commitments needed for the acquisition of property for highway projects, maintaining the District records of right of way plats and documents, performing court house research and recording/managing state owned property, and ordering/managing asbestos reports as well as other duties as assigned.

**Dimensions**

|  |         |
|--|---------|
| Title policies managed annually:         | 200-500 |
| Rental Units Managed:                    | 10-20   |
| Sales/Trades of Excess Property Annually | 10-20   |
| Asbestos Reports:                        | 5-15    |
| Court House Research annually            | 50-150  |

**Nature and Scope**

This position reports to the Appraisal and Acquisition Supervisor as do the Staff Review Appraiser, Staff Appraisers, Relocation Specialist and Acquisition Specialists. However, this position will also work closely with the Condemnation Engineer concerning the ordering and management of title commitments. There are no permanent subordinate reporting positions; however, this position will coordinate and supervise the activities of 1 to 2 assigned District personnel on a temporary basis.

The incumbent is responsible for assisting in the acquisition of right-of-way by determination of ownership before acquiring property, ordering, tracking, and securing title commitments and policies from title companies. The position is unique because the incumbent must have knowledge of legal descriptions, be able to learn and understand highway construction plans, utilize CADD drafting, and manage state owned property.

The greatest challenge will be to secure title showing legal ownership of property needed for highway projects within the allotted time frame, tracking the delivery of title commitments, plotting legal descriptions using CADD and maintaining current title commitments. Learn mainframe computers systems that are utilized for the tracking of acquired parcels (LAS) and for paying bills as it relates to property management (FOA).

The incumbent personally maintains a complete record of all title commitment needs; orders and secures title of ownership from title companies to assist in the preparation of plats and plans; plots the descriptions of property using CADD system, maintains all right of way plats and descriptions of all highway right of way within the District; personally obtains land title documents from county offices to determine property ownership; performs courthouse research and recording, and ensures that all title and other information is provided in a timely manner.

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**D9, RS II, Title Specialist**

This position requires a valid driver's license; travel within the District and occasional outside the District; occasional overtime during nights and weekends; and outdoor work in a variety of conditions and weather, including, but not limited to, active construction sites and roadways open to traffic.

Within the Department primary contacts are within the Bureau of Program Development to discuss project limits and determine right of way limits. Outside contacts are with property owners, surveyors, real estate firms, abstractors, attorneys, lending agencies, business owners, county and city officials, and private consultant firms. Extensive travel is required within the District.

The effectiveness of the incumbent is measured by the degree of accuracy of the prepared parcel sketches, ability to interpret existing land surveys in accordance with Illinois Law, and the ability to prioritize work to meet the Departments letting schedules. The ultimate measure of the incumbent's performance is their ability to insure that all property required for the construction of a project is identified and the timely preparation of parcel sketches.

***Principal Accountabilities***

1. Secure and manage all title commitments on acquisition projects.
2. Personally perform title searches as necessary.
3. Manage state owned property including residential, agricultural and commercial properties.
4. Ensure that all rental/lease monies are collected.
5. Maintain right of way plats and documents for all Department owned property in the District.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.