



**Realty Specialist II (1 Position)
Land Acquisition Specialist**

IPR Number:	43190	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW942-23-55-301-30-01	Shift:	7:00 am – 3:30 pm
Opening Date:	May 7, 2019		Monday – Friday
Closing Date:	May 20, 2019	Salary:	\$4,105 – \$5,710*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Program Development / Region 3 / District 5 / 13473 IL Highway 133, Paris, IL

Position Purpose:

This position is accountable for negotiating highway right-of-way acquisition, as well as necessary relocation assistance, for assigned right-of-way parcels of the state construction program in Region 3/District 5.

Qualifications:

Position Requirements:

- Education/Experience:
 - Four years of college majoring in engineering, business administration, pre-law or economics plus one year of professional experience in real estate appraisal, negotiation, property management or relocation assistance **OR**
 - Two years of professional experience in real estate appraisal, negotiation, property management or relocation assistance or completion of an approved training program
- Valid driver's license
- Notary Public license, or ability to obtain such license within six months of hire date
- District-wide travel

Position Desirables:

- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials

How to Apply/Remarks:

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework listed within the application will be considered for determining eligibility for this position.

NOTE: Please be advised that if a high volume of applications is 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.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 8, 2019	WORKING TITLE:	Land Acquisition Specialist
POSITION CLASSIFICATION:	Realty Specialist II	OFFICE/BUREAU:	OHPI/Program Development
POSITION NUMBER:	PW942-23-55-301-30-01	REGION/DISTRICT:	Region 3/District 5

Position Purpose

This position is accountable for negotiating highway right-of-way acquisition, as well as necessary relocation assistance, for assigned right-of-way parcels of the state construction program in Region 3/District 5.

Dimensions

Annual Acquisition Program:	Parcels 50-200 Dollar Volume \$250,000 - \$1,000,000
Annual Number of Residential and Business Relocations:	2-6

Nature and Scope

This position reports to the Land Acquisition Manager. No subordinates report to this position.

This position, under direct supervision, negotiates and provides relocation assistance for the State Land Acquisition Program to ensure that required right-of-way acquisition is expedited in such a manner that needed land is available for necessary utility adjustment and/or targeted construction timetables, while ensuring that the former property owners are provided fair and just compensation in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act). Conducting negotiations and providing relocation assistance requires immense diplomacy in promoting the department's highway improvement project, while tactfully addressing the property owner's concerns. Effective negotiation will minimize overall costs to the taxpayers as well as reduce the need to acquire property by condemnation. This position is unique in that it is responsible for property negotiations, relocation of displaced persons, execution of all acquisition documents, and clearance of titles as required by law for the assigned parcels.

Typical problems of this position are establishing effective communication with the owners of simple to occasionally complex parcel acquisitions so that understanding is reached; satisfactory resolution of numerous problems involving displaced individuals in securing replacement housing and business locations so that confidence is developed and negotiations are successfully consummated; resolving questions and complaints from property owners or their attorneys concerning right-of-way acquisition and their property rights with tact, skill and diplomacy to ensure good public relations, while keeping the minimum number of parcels processed through court proceedings. The greatest challenge is expediting right-of-way acquisition with a minimum of inconvenience and hardship to the public while still meeting construction letting dates.

The incumbent reviews project areas, right-of-way plans, appraisals and title reports prior to negotiations; prepares offers to purchase and introductory letters, assembles property owners' portfolio and negotiations file, negotiates for the acquisition of right-of-way, maintains a complete set of notes through negotiations, keeps the Land Acquisition Manager informed of any problems during negotiations, prepares reports and correspondence and checks county records for various information, including the title check prior to delivery of state warrants. She/he assists; coordinates, and processes relocation payments allowed to property owners.

This position has general latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by applicable departmental, state, and federal guidelines and regulations.

The incumbent has frequent contacts with title companies, central bureau personnel, outside vendors, county officials and the public. Significant district contacts include the Studies and Plans section concerning subordinations and status of land acquisition on projects. Principal central office contacts are with the Bureau of Land Acquisition. Travel is required.

The effectiveness of this position is measured by the extent to which letting deadlines are met, by the percentage of assigned parcels settled without condemnation, and by the maintenance of good working relationships with landowners and between the unit and other units within the department.

Principal Accountabilities

1. Reviews the project area, construction and right-of-way plans, and appraisals prior to the initiation of negotiations to determine possible negotiating problems.
2. Negotiates with property owners, their attorneys, and public officials for acquisition of right-of-way, typically for simple cases.
3. Prepares special documents for title clearance, special reports and correspondence concerning special matters and complaints.
4. Prepares relocation plans and necessary data for relocation assistance.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.

Subordinates of this position

Position Classification	Position Number	Working Title	Authorized Identical
N/A			

Supervisor of this position

Immediate Supervisor Position Classification: Realty Specialist IV

Working Title: Land Acquisition Manager

Position Number: PW944-23-55-301-30-01

Position Requirements

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation