

**Realty Specialist I (1 Position)
Junior Negotiator**

IPR Number:	43511	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW941-23-57-301-30-01	Shift:	8:00 am – 4:30 pm
Opening Date:	August 28, 2019		Monday – Friday
Closing Date:	September 11, 2019	Salary:	\$3,605 – \$5,003*

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Program Development / Region Four / District Seven / 400 West Wabash Avenue, Effingham, Illinois

Position Purpose:

This position is accountable for acquiring right-of-way parcels for highway construction projects, and property management and relocation functions.

Qualifications:

Position Requirements:

- Education/Experience:
 - Completion of two years of college majoring in engineering, business administration, legal studies or economics **OR**
 - Six months of professional experience in real estate, surveying, title work, land acquisition, negotiation, property management or relocation assistance or a combination thereof **OR**
 - Completion of an approved training program within 6 months of hire
- Valid driver's license
- District-wide travel
- Notary public license or ability to obtain such license within six months of hire date

Position Desirables:

- Ability to establish and maintain effectual working relations with property owners, attorneys and government officials
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How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) 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. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.

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 and experience listed within the application will be considered for determining eligibility for this position.

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.

Applicants will be notified in writing to schedule interviews.

*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 12, 2019	WORKING TITLE:	Junior Negotiator
POSITION CLASSIFICATION:	Realty Specialist I	OFFICE/BUREAU:	OHPI/Program Development
POSITION NUMBER:	PW941-23-57-301-30-01	REGION/DISTRICT:	Region 4/District 7

Position Purpose

This position is accountable for acquiring right-of-way parcels for highway construction projects, and property management and relocation functions.

Dimensions

Parcels Acquired Annually:	50-75
Value of Parcels Acquired Annually:	\$150,000 - \$700,000
Geographical Area:	16 Counties

Nature and Scope

This position reports to the Chief of Acquisition Section. This position has no subordinates.

This position is responsible for establishing parcel files and portfolios for presentation to property owners. Discussions with the property owners involve Eminent Domain proceedings and a monetary offer to the property owner for consideration. Effective negotiations minimize the cost of acquisitions, reduce condemnation expenses and result in property owners receiving fair market value for their property. This position requires the incumbent to possess thorough technical knowledge concerning right-of-way acquisition for highway purposes and the ability to interact well with others. Such knowledge and interactive skills are needed to explain the construction project details and real estate transactions to land owners, appraisers, title companies, banks, and others.

Typical problems faced by the incumbent are legal, technical and communicative in nature. The incumbent must establish effective communication with the parcel owners so that understanding is reached, confidence is developed, and negotiations are successfully completed. This position resolves questions and complaints from property owners or their attorneys with diplomacy to ensure good public relations. The greatest challenge to this position is to conduct effective negotiations which result in the timely acquisition of assigned parcels while attaining a good image of the department.

The incumbent is responsible for the flow of documents and information through the acquisition process, and the interpretation of land acquisition documents for processing into the land acquisition database. Functions personally performed by the incumbent include contacting property owners for purchasing right-of-way needed for highway projects, explaining the nature of proposed improvements and the necessity for the acquisition, describing the appraisal process for valuing of the property, and explaining how the remaining property will be affected. When an offer is accepted, the incumbent must notarize the necessary instruments including warranty deeds, easements, mortgage releases, leasehold releases and subordination agreements. Upon acceptance of the offer and execution of all instruments, the incumbent must then request a warrant for payment. Once the warrant has been received, the warrant must be recorded, and the property owner paid in full.

This position operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Bureau of Design and Environment Manual, the Uniform Relocation and Assistance and Real Property Acquisition Policy Act of 1970, and the Illinois Revised Statutes, Chapters 47 and 121.

Contacts within the department are with the Studies and Plans and Programming Sections of the district Bureau of Program Development, the Traffic and Field Sections of the district Bureau of Operations, the Construction Section and Local Roads & Streets Section of the district Bureau of Project Implementation, and the central Bureau of Land Acquisition. Contacts outside the department are with title and abstract companies, consulting staff, land owners, their attorneys, and the public. Travel may be required.

The effectiveness of this position is measured by the timely and effective completion of land acquisition activities which result in the free flow of information, the meeting of construction letting schedules, and the avoidance of condemnation cases.

Principal Accountabilities

1. Assists in conducting negotiations for acquiring rights-of-way.
2. Makes available complete and accurate records, records processing, payment processing, payment processing of title commitments, title insurance policies, information regarding negotiations, and information regarding title clearance.
3. Answers inquiries concerning present and past acquisition problems.
4. Assists in determining relevant data, inputs that data, and extracts information for reports out of the land acquisition database.
5. Maintains records on the acquisition of title information and follow-ups.
6. Determines what documents need to be executed to obtain a clear title and reports this information to the Chief of Acquisition Section.
7. Establishes and maintains good working relationships with all contacts.
8. Performs local agency project certification, property management, and relocation functions.
9. Maintains and follows the district's record retention policy.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. 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: Chief of Acquisition Section

Position Number: PW944-23-57-301-30-01

Position Requirements

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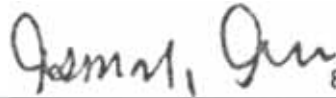
Position Desirables

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Agency Approvals



Bureau Chief of Personnel Management



Secretary, Department of Transportation