

# Job Title: REALTY SPECIALIST II - NEGOTIATOR - IPR#44962

Agency: Department of Transportation

Closing Date/Time: 04/20/2021

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: LaSalle

Number of Vacancies: 2

Plan/BU: NR916

**DO NOT APPLY ONLINE**

**\*\*DO NOT CLICK THE APPLY BUTTON\*\***

## **HOW TO APPLY:**

**Technical Applications PM1080 (rev 3/8/21) 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 the closing date listed above. The previous application form revised 10/16/20 will be accepted until May 8, 2021. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080. Please indicate IPR#44962 on the Technical Application PM1080.**

## **Agency Mission Statement**

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The Illinois Department of Transportation is seeking to hire Negotiators.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

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

This position reports to the Acquisition Manager. 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 also possess 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. Also, 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. Functions personally performed by the incumbent include contacting property owners for the purpose of 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. 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 System database.

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.

Contacts within the department are with the Studies and Plans and Programming Sections in the Bureau of Program Development, the Traffic and Maintenance Sections in the Bureau of Operations, the Construction Section of the Bureau of Project Implementation, the central Bureaus of Local Roads and Streets, and Land Acquisition. Contacts outside the department are with title and abstract companies, consulting staff, land owners, their attorneys, and the general public. Travel will 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**

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1. Conducts 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. Determines relevant data, inputs that data, and extracts information for reports out of the Land Acquisition System database.
5. Maintains records on the acquisition of title information and follow-ups.
6. Determines what documents need to be executed in order to obtain a clear title and reports this information to the Acquisition Manager.
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, and in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned

### **Qualifications**

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#### Position Requirements

- Education/Experience
  - Completion of two years of college majoring in engineering, construction management, or related field Plus one year of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance OR
  - Two years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof
- Valid Driver's License
- Districtwide travel
- Notary Public license, or ability to obtain within six months of hire date

#### Position Desirables

- Knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Knowledge of state and federal laws concerning land acquisition and related activities
- Ability to communicate clearly and effectively; exercise sound judgement; and read and interpret maps, plans, plats, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relations with property owners, attorneys, and governmental officials

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: Ottawa - 700 E Norris Dr

Office: Office of Highways Project Implementation/Region 2/District 3/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.