

# Job Title: REALTY SPECIALIST V - ACQUISITION AND CONDEMNATION UNIT MANAGER - IPR#45010

Agency: Department of Transportation

Closing Date/Time: 04/22/2021

Salary: \$6,145 - \$10,210 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

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#45010 on the Technical Application PM1080.**

## **Agency Mission Statement**

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The Illinois Department of Transportation is seeking to hire an Acquisition and Condemnation Unit Manager.

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 overseeing acquisition activities including title clearance and the review and processing of condemnation requests and complaints. S/He provides policy review and comments on legislation as well as training, assistance, and consultation to staff, consultants, and local public agencies.

This position reports to the Acquisition Management Section Chief. Reporting to this position are the Acquisition Coordinator and Assistant Acquisition Coordinator.

This position operates in an environment where the incumbent ensures proper management of deadlines and protection of the rights of those whose property is affected by acquisition activities. The incumbent ensures that all state and federal obligations are met and provides prompt daily assistance, consultation, guidance, and responses to staff and local public agencies.

Typical problems facing the incumbent are identifying ownership and parties of interest in an unusual

or complex transaction to ensure that all required signatures on an instrument of conveyance are secured in negotiated settlements and/or that all individuals or entities are properly named in condemnation proceedings. The greatest challenge of this position is to assist in accomplishing the success of the land acquisition program by helping resolve title and eminent domain difficulties and expediting condemnation requests and complaints to meet critical letting schedules.

The incumbent is personally responsible for directing the district offices in the process needed to remove clouds on title and determine how defective titles may be cured. This position is responsible for the input of pertinent title approval and condemnation information into the Land Acquisition System (LAS). S/He reviews and processes all district office condemnation requests, obtains necessary signatures from the Secretary of Transportation and Governor's Office on the complaints to be filed in court, and acts as liaison with the Office of Chief Council and the Office of the Attorneys General of Illinois in all condemnation matters. This position is accountable for ensuring the timely and orderly clearance of titles for all acquisitions, assisting the district offices in resolving unusual and complex negotiation problems, reviewing policies and procedures, and preparing forms of conveyance and other legal instruments related to conveyances of land titles and property rights to the state.

### **(Job Responsibilities continued)**

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The incumbent reviews proposed legislation and provides comments to the Acquisition Management Section Chief. S/He works closely with the district offices on railroad acquisitions to accomplish timely conveyances and avoid litigation and coordinates the use of a standard conveyance document template with railroads and utilities. S/He coordinates the department's filing of 1099-S forms with the Internal Revenue Service (IRS) which includes responding to landowners' concerns, with assistance from the district offices, as to the department's obligation to report the acquisition of land to the IRS as well as replying to the federal government about any errors or omissions in the department's filing requirements.

The incumbent accomplishes responsibilities through the following staff:

Acquisition Coordinator who assists in the implementation of land acquisition functions, reviews and recommends approval of title to the land by the Office of Chief Counsel and the Office of the Attorneys General of Illinois, reviews and processes district office requests for assignments of special assistant attorney generals to handle condemnation matters, and assists with district office and local public agency quality assurance reviews and training.

Assistant Acquisition Coordinator who assists the Acquisition Coordinator in the review of parcels acquired for the land acquisition program either through amicable negotiations or eminent domain proceedings.

The incumbent exercises general latitude in accomplishing accountabilities. This position requires consultation with the department's Office of Chief Counsel or the Office of the Attorneys General of Illinois on complicated or controversial title and condemnation problems that require legal opinions which are not clearly within the principal rules and regulations contained in the Land Acquisition Manual.

The incumbent's internal contacts are with district office staff to discuss title defects and condemnation requests and complaints. S/He also has occasional contact with the Bureau of Local Roads and Streets, Bureau of Design and Environment, and Office of Legislative Affairs. External contacts include staff at the Office of the Attorneys General of Illinois for title clearance and legal opinions; special assistant attorneys appointed by the Office of the Attorney General of Illinois to handle condemnation matters for the department; realty officers of the Federal Highway Administration regarding acquisition and condemnation matters; landowners and attorneys, with assistance from the district offices; and the IRS to coordinate the filing of the 1099-S forms. This position requires occasional statewide travel to the district offices which may include overnight stays.

The effectiveness of this position is measured by the accurate, reliable, and prompt review and approval of titles; timely processing of condemnation requests and complaints; and effective contribution by the incumbent to a successful land acquisition program.

### **Principal Accountabilities**

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1. Directs district office staff in the process needed to remove clouds on title and determine how defective titles may be cured.

2. Inputs pertinent title approval and condemnation information into the LAS.
3. Reviews title reports and conveyance documents to ensure that all owners and parties of interest are identified, title objections are satisfied, necessary signatures have been obtained, and clear titles will pass to the people of the state of Illinois.
4. Conducts compliance reviews in his/her areas of responsibility to ensure compliance with departmental policy and procedures.
5. Reviews and processes all district office condemnation requests, obtains necessary signatures on complaints to be filed in court, and acts as liaison with the Office of Chief Council and the Office of the Attorney General of Illinois in all condemnation matters.
6. Assists the district offices, local public agencies, and consultants in resolving unusual and complex negotiations and acquisition and property management problems to ensure that right-of-way can be cleared in accordance with scheduled project lettings.
7. Assists in the review of policies and procedures and preparation of forms of conveyance and other instruments related to land acquisition to ensure uniform operations in all districts.
8. Coordinates the department's filing of 1099-S forms with the IRS which includes responding to landowners' concerns, with assistance from the district offices, as to the department's obligation to report the acquisition of land to the IRS as well as replying to the federal government about any errors or omissions in the department's filing requirements.
9. Reviews and recommends approval of agreements for acquisition of land for relocation of railway tracks or public utility facilities or to replace property of another public agency to ensure that elements of agreements concerning land acquisition are clearly identified.
10. Works closely with the district offices on railroad acquisitions to accomplish timely conveyances and avoid litigation and coordinates the use of a standard conveyance document template with railroads and utilities.
11. Reviews proposed legislation and provides comments to the Acquisition Management Section Chief.
12. Motivates, evaluates, and develops subordinates to maintain the highest level of employee morale and work performance.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
14. 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 fields plus four years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management, or relocation assistance; or a combination thereof; OR
  - Five years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management, or relocation assistance; or a combination thereof
- Occasional statewide travel which may include overnight stays
- Valid driver's license

### **Position Desirables**

- Extensive knowledge of state and federal laws concerning land acquisition and related activities
- Ability to read and interpret appraisals and other reports, maps, plans, plats, legal descriptions, and title abstracts
- Ability to exercise sound judgment
- Ability to communicate clearly and effectively

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

Work Location: Springfield - 2300 S Dirksen Pkwy

Office: Office of Highways Project Implementation/Bureau of Land Acquisition

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.