



Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Property Agent 1 – Title Searcher
Bureau of Engineering and Construction**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates who pass the currently posted [Property Agent 1 examination](#) (see below)
Location: Newington, CT
Hours: Full time, 40 hours per week
Salary: \$62,587-\$84,292 annually based on a 40 hour work week*
Closing Date: February 19, 2016

Position Description: The Connecticut Department of Transportation has an opening for a Property Agent 1 within the Title Searching Unit of the Division of Rights of Way in the Bureau of Engineering and Construction, at the DOT Administration Building in Newington, Connecticut. This position is full time, 40 hours per week, and is in the P-4 bargaining unit. In order to be considered for this opportunity, applicants must first take and pass the State of Connecticut, Department of Administrative Services (DAS) examination for [Property Agent 1](#) (see below for details).

The candidate selected will work under the direction of a Property Agent of higher grade. Duties may include performing title searches and evaluations of real estate issues related to chain of title, boundary line disputes, waterways, easements/right of way, scrivener errors, and planned communities and private roads, that may be affected by a Transportation Project. To be successful in this position, a candidate should possess knowledge of principles and practices of real property title examination, via a town clerk's office or an internet search vendor. They must also possess strong writing, oral communication, interpersonal and organizational skills. A valid Motor Vehicle Operator's license is required. The ability to read and interpret engineering and design drawings is desirable.

The State of Connecticut offers a generous benefits package including health and life insurance, pension, paid leave, alternate work schedules and a variety of other benefits. *The annual salary for this position is \$62,587-\$84,292 based on a 40 hour work week. The exam announcement shows the 35 hour work week salary. Please disregard the 35 hour work week salary which is not applicable to the available position at the Department of Transportation.

Application Instructions: To be considered for the Property Agent 1 position, you must apply for [the State of Connecticut, DAS examination for Property Agent 1](#). Applicants who pass the exam will be contacted by the Department of Transportation regarding the interview process.

To apply, visit the examination website: <http://www.das.ct.gov>, and click on "Jobs, Examinations and Special Notices" in the center of the page. This will bring you to the "Employment Connection" page. Click on "State Employment Examinations" and select [Property Agent 1](#). The exam announcement is currently posted, and closes on February 19, 2016.

For assistance/questions about the application process contact: jackie.ouellette@ct.gov

Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Property Agent 1 positions at the Department of Transportation within one year.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities