State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION

PROPERTY AGENT 2

ANNUAL SALARY	SALARY GROUP	APPLICATION CLOSING DATE	EXAM NO
$56,519 - $77,851	ES 24	APRIL 10, 2012	120680APPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a state agency having a real property appraisal and acquisition and/or commercial leasing function this class is accountable for acting as a working lead and/or for performing the most complex tasks in the technical phases of property appraisal, acquisition, relocation, leasing, sale or revenues management.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **APRIL 10, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Seven years of technical experience in rights of way, real estate appraisal, land acquisition, sale of real property, commercial leasing or property management.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) Certification by the International Right of Way Association as a Senior Right of Way Agent may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class involved with the appraisal of real property must successfully complete agency specified real estate appraisal courses and possess and retain a current Connecticut Real Estate Appraiser license and either a residential and/or general appraiser certification. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of methods and practices of land acquisition by purchase or condemnation; knowledge of real estate appraisal; knowledge of relevant state and federal laws, statutes and regulations concerning relocation of displaced property owners and tenants, public utility location and relocation as they affect rights of way processes, property and commercial leases, service contracts, space rental agreements, tenant and lease holder rights; knowledge of effect on property values of deed restrictions, zoning ordinances, setbacks, assessments and encroachments; knowledge of property management including lease negotiation, needs assessment, proposal analysis and revenue enhancement; considerable interpersonal skills; oral and written communications skills; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by April 10, 2012. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 28, 2012.** A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) or at the Department of Energy and Environmental Protection.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

6602 March 26, 2012

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, persons with disabilities and military veterans.