



EXAMINATION OPEN TO THE PUBLIC PROPERTY AGENT 1

**ANNUAL \$51,619
SALARY: \$69,519**

**SALARY
GROUP: ES 21**

**APPLICATION CLOSING
DATE: OCTOBER 25, 2013**

**EXAM
NO: 131150OCMB**

PURPOSE OF CLASS: In a state agency having a property acquisition and leasing function this class is accountable for independently performing a full range of tasks in technical phases of property acquisition, disposal, commercial leasing and revenue management.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY OCTOBER 25, 2013:

GENERAL EXPERIENCE: Six 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 (KSA's): Knowledge of principles and practices of land acquisition by purchase or condemnation; knowledge of principles and practices of real property title examination, abstraction and conveyance; knowledge of commercial lease agreements and revenue management; knowledge of relevant state and federal laws, statutes and regulations; knowledge of property values and appraisal methods; knowledge of deed and tract restrictions, zoning ordinances, setbacks, assessments and encroachments and their effect on property values; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)**

**PART
WRITTEN**

**WEIGHT
100%**

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, DECEMBER 4, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: 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 as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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. Applications must be date stamped by DAS/Human Resources or postmarked by October 25, 2013. **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 Offices of the Connecticut State Job Centers.

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.