



**STATEWIDE PROMOTIONAL EXAMINATION
SUPERVISING PROPERTY AGENT**

ANNUAL \$64,070
SALARY: \$92,022

SALARY
GROUP: ES 26*

APPLICATION CLOSING
DATE: MAY 29, 2014

EXAM
NO: 140750SPMC

ANNUAL \$73,222
SALARY: \$105,168

SALARY
GROUP: FS 26*

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency having a real property appraisal and acquisition function this class is accountable for supervising Property Agents performing the technical and complex phases of property appraisal, property acquisition and relocation assistance and property leasing or sale.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY MAY 29, 2014 HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of technical experience in the appraisal, acquisition or sale of real property or in large scale real estate property management.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead capacity. NOTE: For State Employees this is interpreted at the level of Property Agent 2.

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 Professional 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 obtain a Certificate of Appointment as a Notary Public. (3) Incumbents in this class may be required to travel. (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of methods and practices of land acquisition by purpose or condemnation; considerable knowledge of real estate appraisal; considerable knowledge of principles and practices of property management; considerable knowledge of title examining and recording; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
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 as well as college degrees earned and current licenses and certifications. **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 May 29, 2014.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/examination package and the 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 July 18, 2014. 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 any state agency.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**NOTE: The full-time work week may be 35 or 40 hours depending on the position. The salary group for the 35 hours work week is ES and the salary group for the 40 hour work week is FS.*

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.