

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
PROPERTY AGENT 1**

**MAY BE UNDER FILLED AS A CONNECTICUT CAREER TRAINEE (ENGINEERING AND RELATED)**

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

**Open To:** Public

**Location:** Bureau of Central Services, Planning and Program Development Division,  
Constituent Affairs and Land Management

**Job Posting No:** 00106056

**Type of Position:** Full-time, Permanent

**Annual Salary:** **Property Agent 1**  
\$51,619.00 (ES21)

**Connecticut Career Trainee**

First Year of Training

Bachelor's degree \$38,568.00 (ES15-1)

Master's degree \$39,980.00 (ES15-2)

Second Year of Training

General Rate \$44,154.00 (ES15-5)

**Closing Date:** 05/23/14

**Eligibility Requirement:**

Candidates for **Property Agent 1** level must be on the DAS exam certification list.

Candidates for **Connecticut Career Trainee** level must have possession of a Bachelor's or Master's degree.

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete

State employees currently holding the above title or those who have previously attained permanent status in the class may apply without taking the exam. Candidates on Reemployment/SEBAC lists will be given first consideration.

**Description of Duties:**

- Conducts negotiations necessary to secure property, property rights and commercial lease agreements;
- Conducts title searches and related research;
- Prepares deeds, lease agreements, easements and other agreements related to land acquisition and property management;
- Collects and analyzes data in property market values;
- Conducts site inspections of proposed land acquisitions;
- Makes recommendations for fair awards to property owners;
- May prepare or review appraisals;
- May assist in municipal grants in aid programs; and

- Performs related duties as required.

**SPECIAL REQUIREMENTS:**

1. Candidates must 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.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**PREFERRED CANDIDATE WILL HAVE:**

1. Experience and/or knowledge of the principles and practices of land acquisition by purchase, including knowledge of real property title examination, abstraction and conveyance;
2. Experience and/or knowledge of the preparation and review of appraisals, especially appraisals of primarily vacant land, and the factors that influence property valuation, including knowledge of deed and tract restrictions, zoning ordinances, setbacks, assessments and encroachments;
3. Experience and/or knowledge of the preparation of deeds, lease agreements, easements and other agreements related to land acquisition and property management;
4. Experience working in teams to accomplish a goal that requires the assistance of many groups or people;
5. Experience and/or knowledge with principles and practices of land conservation, including use of conservation easements, evaluation of land with geographic information systems or other mapping tools, or use of other conservation tools.
6. Considerable interpersonal skills and oral and written communication skills.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

\*The educational institution must be recognized by the CT Department of Higher Education as an accredited institution ([www.chea.org](http://www.chea.org)). For foreign degrees not listed as accredited, documentation of equivalency from a recognized United States accrediting service must be submitted with your application package.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a CT-HR-12 Application for Employment and current state employees must provide a copy of his/her last two performance to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection  
Human Resources Division  
79 Elm Street  
Hartford, CT 06106-5127  
Attn: Lisa Stratton  
Telephone: (860) 424-3006  
Fax: (860) 424-3896**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)