



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>REAL ESTATE PROJECTS REVIEWER</b>	<b>36</b>	<b>B</b>	<b>11.411</b>

Under general direction of the Real Estate Division Administrator, the incumbent conducts regulatory compliance reviews for land sales including subdivisions, timeshare projects, and membership campgrounds located or marketed in Nevada to ensure proper legal structuring, documentation, and financial soundness.

Review and investigate sales by land and project development companies; review owner-developer applications, including financial statements; investigate and verify real estate escrow arrangements, bonding, trusts, and other financial guarantees and contracts to ensure compliance with laws and regulations; analyze project documentation for legality and financial viability to protect the interests of real estate purchasers and communities.

Counsel developers and the public on the requirements of statutes, regulations, and policy; provide interpretations and procedural guidance; review requests for exemption from registration as provided by statute.

Review real estate development advertising, other published materials, and sales promotions to identify inaccurate assertions and preserve consumer rights.

Provide recommendations to the Administrator for approval or disapproval of applications for land sale based on assessment of sufficiency of legal structuring and adequacy of bonding and other financial guarantees.

Prepare full disclosure property reports and timeshare public offering statements; issue preliminary permits to sell, property reports, and public offering statements after review by the Administrator.

Analyze current real estate market trends and make projections for purposes of workload and budget planning.

Maintain project records using customized agency database.

Attend workshops and hearings regarding proposed regulation changes and provide information to participants.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university in business administration, real estate, accounting, or related field and three years of progressively responsible professional experience in general real estate sales, timeshare development, land development, title and escrow operations, and/or securities regulation; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Working knowledge of:** real estate terminology; scope and purpose of real estate laws, regulations, and practices.  
**General knowledge of:** real estate advertising methods and techniques. **Ability to:** analyze legal structuring and documentation of real estate projects, financial statements and reports, and real estate escrows, trusts, investments, and business structures; review and investigate land sale, timeshare, and membership campground projects and their improvements; communicate effectively with individuals and groups, both orally and in writing; understand, use, and make computations relating to real estate projects.

**MINIMUM QUALIFICATIONS (cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** policies and procedures of the Real Estate Division; Nevada Revised Statutes and corresponding administrative regulations pertaining to real estate projects, including those affecting land sales, timeshares, membership campgrounds, condominiums, condominium hotels, mortgage brokers, common-interest communities, and planning and zoning; the Securities Act of 1933 and the Interstate Land Sales Act. **Ability to:** evaluate legitimacy of advertising and identify fraudulent or misleading claims.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.411

ESTABLISHED: 9/14/78  
REVISED: 10/13/78-3  
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REVISED: 11/30/11UC