



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>
STATE LAND AGENT IV	39	B	7.415
STATE LAND AGENT III	36	B	7.414
STATE LAND AGENT II	34	B	7.416
STATE LAND AGENT I	32	B	7.417

SERIES CONCEPT

State Land Agents conduct a broad range of real estate transactions related to State lands, leases, water rights, mineral rights, easements, navigable water management, and acquisition and sale of land, water rights and development rights within statutory authority and in accordance with established real estate principles, practices and ethical standards.

Acquire land, buildings and interests in lands through negotiations with property owners or government entities or through condemnation; prepare appraisal reports to determine value as the basis of negotiations or contract for and review independent appraisals when required by law; negotiate agreements for best price and best use of property; prepare escrow closing documents and other legal documents; arrange for the transfer of funds as needed to close transactions; ensure the recordation of executed legal documents; and/or recommend and prepare condemnations.

Manage unassigned State land, sovereign land and land granted to the State by the federal government for the benefit of the permanent school trust fund; ensure properties are put to their highest and best use; inspect activities on parcels; ensure adequate compensation for the use of State land; determine and map the boundaries of State ownership including the high water mark along navigable bodies of water; and report any unauthorized encroachments to management and the Attorney General's office.

Solicit bids and proposals for contracts; negotiate and develop contract agreements for appraisal, title, escrow, survey, restoration and engineering services; oversee contract implementation, plans and specifications; facilitate resolution of disputes and discrepancies and provide clarification of statutory requirements; inspect work prior to final payment.

Review proposals and construction plans for roads, structures, utility lines and other projects on State land; coordinate with affected agencies; interpret project proposals and plan specifications for each phase of proposed construction; meet with contractors, architects and engineers and perform field inspections to ensure project compliance with approved design and specifications.

Review applications for permits and authorizations including specifications and time frames, ensuring legal, environmental and other issues are addressed prior to approval of plans; complete legal documents, memoranda, inspection and project reports; ensure documents are processed appropriately and adequate records are kept of all applications and transactions including entries in the appropriate State land databases.

Conduct research in a variety of areas including title research and gathering and compiling information into reports; respond to questions from property owners, attorneys and others in the field and by letter; make oral presentations to legislative committees, agencies, groups and individual property owners and/or their agents.

Draft legislation relating to State land; review proposed legislation to determine the potential impact on State lands; and draft and review regulations as required.

Perform related duties as assigned.

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CLASS CONCEPTS

State Land Agent IV: Under general direction, incumbents plan, organize and direct property management, acquisition and disposal functions; supervise subordinate State Land Agents and assigned technical and/or support staff; train, assign and review projects to ensure work is performed according to standards and regulations; and provide expertise and guidance on complex and sensitive issues. This is the supervisory level in the series.

State Land Agent III: Under limited supervision, incumbents are assigned the most complex and controversial projects with intense public and political scrutiny, and may include leadworker responsibility for lower level State Land Agents including training, advising, and reviewing work. State Land Agent III's manage projects with responsibility for collaboration with multiple public and private entities and disciplines, and transactions with potentially serious impact to the State; manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, Public Safety, and Motor Vehicles, and assist these agencies in forecasting and determining their future land and building needs; lead negotiations on highly complex acquisitions for expansion of State facilities and coordinate with the Public Works Board on locating land for capital improvement projects.

This is the advanced journey level and is distinguished from the journey level by a preponderance of complex/controversial assignments, leadworker responsibility, and independent work assignments in three or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

State Land Agent II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level and function in two or more areas of specialty to include sovereign lands, property acquisition, property leasing and management, easements, property appraisal or property disposal.

State Land Agent I: Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Work is assigned and reviewed for technical accuracy. This class represents the trainee level and progression to the journey level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Some positions require moderate statewide travel.

STATE LAND AGENT IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science or related field and four years of professional experience, two years of which included responsibility in three or more areas of specialty to include sovereign lands; property acquisition; property leasing, management or development; easements; property disposal; property appraisal or closely related field; **OR** two years of experience as a State Land Agent III in the Nevada State service; **OR** an equivalent combination of education and experience. (See *Special Requirements*)

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: effective program and land management practices. **General knowledge of:** budget development; legislative processes; leadership and supervisory methods. **Ability to:** coordinate and lead complex negotiations with city, county, regional, State and federal administrators, elected officials, and private property owners and ensure subordinate staff secure State's monetary, real property and natural resource interests; develop effective policies and procedures; develop draft legislation and regulations; delegate assignments and organize staff assignments effectively; promote professional development of staff; work effectively with administrators and management in other departments, government agencies and the private sector in collaborative efforts; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: supervisory techniques including disciplinary processes, employee evaluation and the development of work performance standards; State laws and regulations regulating State land transactions. **Skill in:** motivating others and encouraging effective action.

STATE LAND AGENT III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and three years of professional experience, two years of which included responsibility in two or more areas of specialty to include sovereign lands; property acquisition; property leasing, management or development; easements; property appraisal; property disposal, or closely related field; **OR** two years of experience as a State Land Agent II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: procedures for title research and recording; Public Land Survey System procedures; laws, procedures and principles related to acquisitions, escheat land, eminent domain, leases, easements, appraisal and acquisition; Uniform Standards of Professional Appraisal Practice; acquisition techniques, property management functions and the condemnation process; marketing techniques necessary to generate maximum potential interest in State lands to be leased, sold, or otherwise disposed; railroad and utility right-of-way laws. **Ability to:** perform complex and controversial assignments in acquisition, relocation, property management, appraisal and utility and railroad relocation; write legal documents and agreements such as conservation easements, deed restrictions, appraisal instructions, legal descriptions, construction and cooperative agreements; read and comprehend historic patents and patent maps in order to locate land parcels and mining claims; operate Global Positioning System or other devices to locate State properties; determine fair market value for leases, pipelines, easements, roadways and open land; determine which agencies have regulatory authority over proposed projects on State land and coordinate meetings with those agencies; coordinate conflicting needs of State agencies regarding State sites; work with local planners regarding zoning of State properties and State land interests; make project presentations representing the agency.

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

Working knowledge of: State contracting procedures; State laws and regulations governing permits and authorizations to use State land; legal process to protect State's rights against illegal and unauthorized uses and/or encroachments on State land. **Ability to:** identify and forge financially beneficial partnerships with utilities and businesses in the private sector regarding State properties; negotiate with utility companies and legal representatives concerning State liability issues; coordinate with State Right-of-Way Agents and managers to accommodate the construction of highways, bridges, rights-of-way, and assist utility companies to relocate facilities while on a restricted construction schedule; conduct complex negotiations with city,

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd) county, regional, State and federal administrators, elected officials, and private property owners and secure State's monetary, real property and natural resource interests.

STATE LAND AGENT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and two years of experience in public lands, real estate, escrow and title, property appraisal or related field, one year of which included responsibility for property valuations or transactions such as acquisition, disposal, property management or development or leasing; **OR** one year of experience as a State Land Agent I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: technical and legal terminology related to real estate; documents, descriptions, and maps relating to land acquisitions, transfers and disposal, including procedures for title research and recording; escrow matters, title reports, surveys and appraisals in order to develop and direct the scope of work for contractors; appraisal, regulations, methods, principles and practices in order to value real and personal property; statutes, rules, regulations and procedures relating to the appraisal process. **General knowledge of:** Public Land Survey System (PLSS), history of land law in the United States and basis of public land ownership. **Ability to:** review property appraisals; perform property negotiations, sales and acquisitions; research property title; monitor construction projects, manage property and other land assets including navigable waters; inspect projects on State properties for contract compliance; inspect State property for encroachment and correct violations; interpret State and federal laws pertinent to State lands; prepare comprehensive reports. **Skill in:** mathematical and/or computer techniques used to correctly calculate and/or verify computations of land parcels; reading and interpreting various measurement tools and methods to determine the physical dimensions of a property; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: agency policies and procedures governing assigned areas of responsibility; Nevada boundary laws, Nevada and Western State Trust Land laws, regulations, and fiduciary responsibilities; navigable water boundary laws, regulations and Attorney General opinions; Nevada Water Rights laws; State's ownership of water rights; federal and State laws regulating easements; declaratory judgments and State mineral right laws.

STATE LAND AGENT I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, real estate, environmental or natural science, or related field and one year of technical or professional experience in public lands, real estate, property management or development, or closely related field; **OR** graduation from high school or the equivalent and three years of technical or professional experience in public lands, real estate, escrow and title, property management or development, or closely related field; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: technical and legal terminology, documents, descriptions and maps related to real property and lands; land transfers, including procedures for title research and recording; federal laws related to real property transactions; effective negotiation techniques. **Ability to:** read and comprehend laws and

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MINIMUM QUALIFICATIONS (cont'd)

STATE LAND AGENT III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 regulations regarding real estate acquisitions, transfers, and disposal; review property and title documents; gather data and prepare reports and legal documents and correspondence; establish effective working relationships; correctly calculate and/or verify computations of land parcels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for State Land Agent II.)

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 series.

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ESTABLISHED:	3/10/92UC	7/1/07P 8/11/06PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	7/1/93P 9/24/92PC		1/7/97UC	
REVISED:	7/1/07P 8/11/06PC		7/1/07P 8/11/06PC	7/1/07P 8/11/06PC