



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

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>STATE LAND AGENT IV</b>	<b>39</b>	<b>B</b>	<b>7.415</b>
<b>STATE LAND AGENT III</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>STATE LAND AGENT II</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>STATE LAND AGENT I</b>	<b>32</b>	<b>B</b>	<b>7.417</b>

**SERIES CONCEPT**

State Land Agents conduct a broad range of real estate transactions related to State lands. Transactions include the development and execution of authorizations to use State land, such as construction authorizations, leases, licenses, easements, and permits. State Land Agents also acquire and dispose of land and land interests, including water, mineral and development rights, within statutory authority and in accordance with established real estate principles, practices and ethical standards.

Acquire land and interests in lands through negotiations with property owners or government entities or through condemnation; calculate fair market value 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; and ensure the recordation of executed legal documents.

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 verify 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.

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

Page 2 of 5

**SERIES CONCEPT (cont'd)**

Perform related duties as assigned.

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**CLASS CONCEPTS**

**State Land Agent IV:** Under general direction, incumbents manage the State Land Office section of the Division of State Lands; develop policies, strategic plans and priorities for the State Land Office; plan, organize and direct property management, acquisition and disposal functions; supervise subordinate State Land Agents to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; assign and review projects to ensure work is performed according to standards and regulations; assist with the preparation of the biennial budget; prepare required reports for the Legislature, local governments, Board of Examiners, and others; evaluate State Land needs; 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 mentoring, training, and reviewing work. State Land Agent IIIs manage projects in collaboration with multiple public and private entities and disciplines, and transactions with potentially significant fiscal impact to the State; manage title aspects (acquisition, easements, facility expansion) of State property for large State agencies such as the Departments of Corrections, Wildlife, and the Nevada Army National Guard, and assist these agencies in forecasting and determining their future land needs; lead negotiations on highly complex acquisitions for expansion of State facilities and coordinate with the State Public Works Board for capital improvement projects on State land.

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 areas such as sovereign lands, property acquisition, land use authorizations, property valuation and 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 areas such as sovereign lands, property acquisition, property leasing and management, easements, property appraisal and property disposal.

**State Land Agent I:** Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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**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 in public lands management; real estate; escrow and title; property leasing,

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

Page 3 of 5

### MINIMUM QUALIFICATIONS (cont'd)

#### STATE LAND AGENT IV (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

management or development; easements; property appraisal; or closely related field; **OR** graduation from high school or equivalent and six years of professional experience as described above; **OR** two years of experience as a State Land Agent III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

**Working knowledge of:** effective asset management and program and land management practices. **General knowledge of:** budget development; legislative processes; leadership and supervisory methods. **Ability to:** 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. **Ability to:** coordinate and lead complex negotiations with city, county, regional, State, and federal administrators, elected officials, and private property owners; ensure subordinate staff support the State's fiscal responsibilities and interests in real property and natural resources; motivate others and encourage 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 in public lands management; real estate; escrow and title; property leasing, management or development; easements; property appraisal; or closely related field; **OR** graduation from high school or equivalent and five years of professional experience as described above; **OR** one year of experience as a State Land Agent II in Nevada State service **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

**General knowledge of:** State contracting procedures. **Working knowledge of:** procedures for title research and recording; Public Land Survey System procedures; State laws, regulations and procedures related to land acquisitions and authorizations to use State land; property management functions; fiduciary responsibilities, laws and regulations to support the highest and best use of State lands to be leased, sold, or otherwise disposed; railroad and utility right-of-way laws. **Ability to:** perform complex negotiations and complete controversial projects in acquisition, sales, property management, appraisal and utility and railroad relocation; draft legal documents and agreements such as deed restrictions, appraisal instructions, legal descriptions, and purchase and sale agreements; review and comprehend historic patents and associated maps in order to locate land parcels and mining claims; use mapping applications and tools to locate State properties; determine fair market value for leases, easements, and vacant land; coordinate and conduct meetings with client agencies; coordinate conflicting needs of State agencies regarding assigned properties; work with local planners regarding zoning of State properties and State land interests; and make project presentations representing the agency; *and all knowledge, skills and abilities required at the lower levels.*

##### 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 IV.)*

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

Page 4 of 5

## MINIMUM QUALIFICATIONS (cont'd)

### 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 professional experience in public lands management; real estate; escrow and title; property leasing, management or development; easements; property appraisal; or related field; **OR** graduation from high school or equivalent and four years of professional experience as described above; **OR** one year of experience as a State Land Agent I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(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; legal documents, descriptions, and maps relating to State land procedures for title research; title and escrow procedures; contracts for appraisals and surveys in order to develop and direct the scope of work for contractors; appraisal principles and procedures associated with the Uniform Standards of Professional Appraisal Practice to value real and personal property; statutes, regulations and procedures relating to the State's appraisal process. **General knowledge of:** Public Land Survey System (PLSS), history of land law in the United States, school trust land and basis of public land ownership. **Ability to:** review and comprehend property appraisals; research property title; manage property and other land assets including navigable waters; collaborate internally and with client agencies to maintain asset status of assigned State properties; inspect projects on State properties for contract compliance; inspect State property for encroachment and address violations; interpret State and federal laws pertinent to State lands; prepare legal documents; and conduct research to prepare comprehensive reports. **Skill in:** assessing real and personal property and calculating fair market values; use of mapping applications and tools to locate State properties; *and all knowledge, skills and abilities required at the lower level.*

**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 III.)*

### 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 paraprofessional experience in public lands management; real estate; escrow and title; property leasing, management or development; easements; property appraisal; or closely related field; **OR** graduation from high school or the equivalent and three years of technical or paraprofessional 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 as described above. *(See Special Requirements)*

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

**General knowledge of:** technical and legal terminology related to real estate, such as land acquisitions or exchanges, legal documents, property descriptions and maps, appraisal and escrow procedures including property and title research. **Ability to:** review and comprehend laws and regulations related to real estate transactions; manage multiple assignments and projects; review and comprehend legal and title documents; review and interpret proposals to use real property, including legal descriptions and construction drawings and site plans for roads, utilities or other structures; research and gather data to prepare reports and legal documents and correspondence; assess fair market value of real property; organize and maintain files and land records; perform detailed research of historical records; use mapping applications and tools; and communicate effectively with internal staff, State and federal agencies and the general public.

**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.)*

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

Page 5 of 5

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.

	<u>7.415</u>	<u>7.414</u>	<u>7.416</u>	<u>7.417</u>
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
REVISED:	9/18/20PC	9/18/20PC	9/18/20PC	9/18/20PC