

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24691</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Miscellaneous Investigation, Control, and Inspection

**JOB CODE TITLE:** REAL ESTATE REPRESENTATIVE

**HRIS TITLE:** REAL ESTATE REPRESENTATIVE

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs work of considerable difficulty in the analysis of subdivision applications and various real estate instruments to insure compliance with real estate laws; may serve as district manager; and performs related work as required. The Real Estate Representative has broad knowledge of the Arizona Real Estate Laws, works with considerable independence, and handles the full range of types of cases and levels of difficulty of work. At this level a position may be in charge of the general operations of a small district office. The Real Estate Representative Supervisor is a higher level in this series and is responsible for managing the statewide subdivision analysis program.

**EXAMPLES OF DUTIES:** Reviews subdivision questionnaires submitted by sub-dividers offering parcels for sale or lease in Arizona; examines title reports, contracts of purchase, mortgages and trust agreements; analyzes deeds and reviews easement rights, water rights, tax liens and encumbrances, or restrictions of any type; determines ownership and rights to subdivide, sell and convey; examines agency and listing contracts; examines utility commitments and provisions; reviews all advertising material to be used in the sales promotion; conducts a physical examination of the properties, noting such things as topography, irrigation facilities, soil and flood conditions, and vegetation; prepares a final subdivision public report; examines cemetery applications and financial statements of owners prior to granting approval and preparing a public report; reviews applications for sale of fractional interests and may exempt or issue a public report on these sales; prepares recommendations for formal actions to be taken by the Commissioner; insures conformance to Arizona Real Estate Laws; recommends cease and desist orders; manages a district office; cooperates with and assists members of the agency's investigation staff.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Arizona Real Estate Laws; real estate practices and real estate instruments such as titles, deeds, mortgages and trust agreements; Arizona topography, climate and vegetation.

**Skill/Ability to:** analyze various real estate instruments and determine the relationship of one to another and conditions which may affect land sales; deal with the public; communicate verbally and in writing; ensure compliance with Arizona Real Estate Laws.