

Minimum Qualification Specifications
for the Class:

DISTRICT LAND AGENT

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have progressively responsible experience of the type and quality described in the statements below or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years of progressively responsible professional experience which demonstrated knowledge of Hawaii land laws, real estate laws and terminology, the real property appraisal process, various types of land titles and legal instruments affecting land transactions; and the ability to gather and analyze land transaction data, prepare reports of findings, including conclusions and recommendations, and meet and deal effectively with others.

Examples of Qualifying Experience:

- (1) Progressively responsible work experience in land management, including activities such as preparing transactions for acquisition and disposition of land; inspecting public lands for violations of contractual agreements, statutes, and land laws, rules and regulations; and enforcing noncompliance of these agreements and laws and regulations.

- (2) Progressively responsible work experience in property management, including the efficient utilization and maintenance of real property which involved such activities as the acquisition or disposition of real property, property valuation, preparation and solicitation of bids, establishment of rental rates, selection of tenants, and the protection and maintenance of property.
- (3) Progressively responsible experience in the appraisal of real property, including the estimation of property values based on consideration of all factors that influence or affect the value of the property, such as location and environment of the property, the analysis of the highest and best uses for which the property is suitable or capable of being adapted, age, physical or functional condition of improvements, potentialities for future development, availability of adequate utilities, probabilities of community growth or decline, and resultant value increase or decrease because of changing economic trends and conditions.
- (4) Progressively responsible work experience in developing and maintaining real property classification and valuation systems, including such activities as developing construction and depreciation indexes, valuation tables, methods for gauging the values of different classes of real property, and procedures for the uniform and equitable appraisal of real property.

Non-Qualifying Experience:

- (1) Experience as an escrow officer, title officer, title searcher, real estate salesman, abstractor, etc., which did not include appraising real property and applying the knowledge and abilities specified above, will not be considered qualifying experience.
- (2) Experience limited to responsibility for the day-to-day operation and management of properties such as an apartment building, restaurant, hotel, or other property which does not demonstrate possession of knowledge and abilities described in the Specialized Experience above, will not be considered qualifying experience.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

A master's degree from an accredited college or university in real estate, property management, appraising, land management, or a closely related major, may be substituted for one (1) year of the Specialized Experience.

Quality of Experience

Possession of the required amount of experience will not in itself, be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

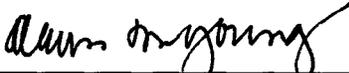
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class DISTRICT LAND AGENT, which were approved on September 16, 1976.

DATE APPROVED; 4/9/2012



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Department of Human Resources Development