

#41812 - 41-9020 REAL ESTATE AGTS-2 - External

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LAND AGENT(Job Id 41812)

Location: US:NH:CONCORD

Occupation 41-0000 Sales and
Category: Related Occupations

Employment Type: FULL-TIME

Post Date: 07/16/2024

Close Date: 08/09/2024

Salary: 25.400-34.140
USD

Description

State of New Hampshire Job Posting

NH FISH AND GAME DEPARTMENT

WILDLIFE DIVISION

11 Hazen Drive Concord, NH 03301

LAND AGENT WILDLIFE DIVISION

37.5 hours weekly FULL TIME TEMPORARY

Position # 9T3349

\$ 25.40- \$34.14 hourly

***See total compensation information at the bottom of announcement.**

The State of New Hampshire Fish and Game Department has a full-time temporary vacancy for a LAND AGENT

Summary:

To coordinate land conservation projects, including but not limited to, negotiating terms of sale, working with land conservation partners, contracting for due diligence and closing, preparing legal documents, and completing grant applications to secure titles, easements or land use agreements.

YOUR EXPERIENCE COUNTS - Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced below! *See Per 405.1.*

18 Months of additional relevant experience = Associate's degree

36 Months of additional relevant experience = Bachelor's degree

54 Months of additional relevant experience = Master's degree

Responsibilities:

Performs ground reconnaissance to obtain information and recommend purchases of land and/or land rights, and implements decisions relative to the purchase or transfer of land ownership interests and land management.

Conducts negotiations with landowners, developers, realtors and lawyers to secure interests in land via transfers of title for fee simple interests, easements, leases, and rights of way.

Administers and develops service agreements and contracts for title work, legal services, property surveys, appraisals, baseline documentation, environmental assessment, and maintenance. Reviews contractor work product to ensure compliance with state and federal requirements.

Prepares legal documents such as purchase and sale agreements, deeds, leases, options, and easements, and coordinates their execution; may testify in court. Prepares state and federal grants and other documentation required to purchase property interests.

Maintains legal documents and inputs accurate data into a database pertaining to the department's interest in all land holdings to insure compliance with federal and state requirements.

Assists with stewardship of fee and easement properties including coordinating with the Conservation Lands Stewardship Program to resolve easement compliance issues, administering and monitoring Memorandum of Understandings, Special Use Permits or other agreements pertaining to use of Department lands, and assisting wildlife habitat program, boat access program, and other land management staff to address stewardship issues on Department lands.

Interprets proposals that may affect Department land and represents the Department at public hearings and legal proceedings. May represent the Department as the assigned designee on inter-agency committees associated with land management or conservation.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from a recognized college or university with major study in engineering, forestry, business administration or a natural resources field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in land acquisition, appraisal, abstracting and negotiation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license. Motor Vehicle Record (MVR) must meet the minimum standards as established by the agency.

SPECIAL REQUIREMENTS: Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

PREFERRED QUALIFICATIONS

Considerable knowledge in real estate law, surveying, property evaluation and appraisal practices. Working knowledge of methods of title search and abstract preparation. Working knowledge of the drafting of real estate legal documents. Ability to present ideas to the public, interact tactfully with the public and property owners, and testify in court. Additional working knowledge of cultural resources and environmental compliance processes would be beneficial.

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

The work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

For further information please contact Betsey McNaughten @ 603-271-6640 or via email Elizabeth.McNaughten@wildlife.nh.gov . or Dee Grimes Human Resource Administrator 603-271-2496 or via email deirdre.l.grimes@wildlife.nh.gov

*TOTAL COMPENSATION INFORMATION

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

Value of State's share of Employee's Retirement: 13.85% of pay

Other Benefits:

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964