

**Position Title:** Investigator

**Hiring Salary:** \$41,000.00

**Location:** GA Real Estate Commission & Appraisers Board  
229 Peachtree St NE  
International Tower, Suite 1000  
Atlanta, GA 30303

**Posting Date:** 12/19/2018

**Application Deadline Date:** 01/15/2018

**Description of Duties**

- Conducts Investigations as authorized by the agency in such areas as:
  - Verification of applications filed with the agency
  - Allegations of improper activities of regulated individuals and entities in real estate transactions and real estate appraisals
  - Examinations of real estate firms' operations and trust accounts
- Interviews persons who have knowledge of issues and evidence relative to the investigation
- Makes written and oral presentations of results of investigations to supervisors and testifies in hearings or in court as required
- Performs other duties as assigned by the supervisor

**Minimum Qualifications:**

- Current computer skills and good written and verbal communication skills are required as the position involves writing reports.
- Active or Inactive Real Estate License in Georgia or another United States jurisdiction or investigative experience is preferred.
- A minimum of two years of real estate brokerage experience or two years of investigative experience is preferred.
- A good knowledge of the day-to-day activities of real estate licensees and appraisers is preferred.
- College level education (preferably in real estate, accounting, law or economics) is desirable.

Applicants must have references attesting to the candidates having work habits that exhibit a high level of commitment to perform their duties and operating effectively within an organization structure.

Individuals employed by the GREC who hold real estate licenses or appraiser classifications, are required to place them on Inactive status.

To apply for this position, submit a **GA Merit System Application** and **your resume** to:

Letitia Jackson  
GA Real Estate Commission & Appraisers Board  
229 Peachtree St NE  
International Tower, Suite 1000  
Atlanta, GA 30303

All qualified applications will be considered, but may not necessarily receive an interview.

**The State of Georgia is an Equal Opportunity Employer**