

Position Title: Real Estate Investigator

Hiring Salary: \$48,000.00

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

Application Deadline Date: 12/31/2025

Description of Duties

- Conduct Investigations as authorized by the agency in such areas as:
 - Allegations of improper activities of regulated individuals and entities in real estate transactions
 - Examination of real estate firms' operations and trust accounts
- Interview people who have knowledge of issues and evidence relative to the investigation
- Write detailed case reports of investigations for a supervisor to review.
- Testify in Administrative Law Hearings as required.
- Perform other duties as assigned by the supervisor.

Minimum Qualifications:

- Word and Outlook proficiency and excellent written and verbal communication skills are required as the position involves conducting interviews and writing detailed case reports.
- A real estate broker license in Georgia or another state is required.
All Commission and Board licenses & approvals must be placed on inactive status while employed at the Commission and Board.
- A minimum of three years of real estate experience as a broker is required that includes managing other licensees and reviewing contracts and other real estate documents.
- Working knowledge of the day-to-day activities of real estate licensees is required.
- College level education (preferably in real estate, accounting, or law) is preferred.

Applicants must have letters from three references attesting to the candidates having work habits that exhibit a high level of commitment to perform their duties, good written and verbal communication skills, and operating effectively within an organization structure.

Reference Letters must be included with the application.

To apply for this position, submit a **GA Merit System Application, your Resume, and 3 Reference Letters** 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 receive an interview.

The State of Georgia is an Equal Opportunity Employer