

Position Title: 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: 12/31/2023

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 and real estate appraisals
 - Examination of real estate firms' operations and trust accounts
 - Verification of applications filed with the agency
- Interview people who have knowledge of issues and evidence relative to the investigation
- Prepare detailed written reports of investigations for a supervisor to review
- Testify in hearings or in court 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.
The real estate license must be placed on inactive status while employed at the Commission.
- 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 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.

References must be included with complete application.

To apply for this position, submit a ***GA Merit System Application, your resume, and 3 references*** to: _____

Letitia Jackson
GA Real Estate Commission & Appraisers Board
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All qualified applications will be considered, but may not receive an interview.

The State of Georgia is an Equal Opportunity Employer