

HIRING FOR TWO INVESTIGATOR POSITIONS AS OF APRIL 15, 2021

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: 04/15/2021

Application Deadline Date: 06/30/2021

Description of Duties

- Conduct Investigations as authorized by the agency in such areas as:
 - Allegations of improper activities in real estate transactions by licensed individuals and entities
 - Examinations of real estate firms' operations and trust accounts
- Interview persons who have knowledge of the issues involved and evidence relative to each investigation
- Prepare written reports of investigations for supervisors and testify in hearings as required
- Perform other duties as assigned by the supervisor

Minimum Qualifications:

- Experience that required the ability to use analytical/critical thinking and reasoning deduction skills in analyzing situations, such as the review of real estate contracts and transactions.
- Current computer skills and good written and verbal communication skills are required as the position involves conducting interviews and writing detailed case reports in set formats.
- A real estate license in Georgia or another state or investigative experience is required. The real estate license must be placed on inactive status while employed at the Commission.
- A minimum of 5 years of real estate experience or 2 years of investigative experience is preferred.
- Working knowledge of the day-to-day activities of real estate licensees.
- 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. (*** include with application, preferred**)

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 receive an interview.

The State of Georgia is an Equal Opportunity Employer