

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: 06/31/2021

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 conducting interviews and writing detailed case reports.
- 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 five years of real estate experience or two years of investigative experience is preferred.
- Working knowledge of the day-to-day activities of real estate licensees and appraisers is preferred.
- College level education (preferably in real estate, accounting or law) is desirable.

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.

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