



CLASS SPECIFICATION FOR:

Real Property Agent

General Statement of Duties:

Performs a variety of duties involving the acquisition and disposal of real properties or interest therein, as they relate to the legal, engineering, appraisal and negotiation fields as required; does related work as required.

Distinguishing Features of Class:

Performs specialized real estate duties requiring excellent negotiation and communication skills in the completion of routine and less complex transactions and projects for County government projects. Considerable public contact is required as well as a thorough knowledge of real property law, the State and County Code and generally accepted practices relating to property acquisition, leasing, rental, and disposal. Consistently demonstrates sound judgment and decision-making in dealing with the public, developers, engineers, lawyers and elected officials. Works independently on assignments, demonstrating a solid understanding of the complete property acquisition process and the ability to handle all aspects of the process while negotiating in a fair and equitable manner. Duties are performed under the general supervision and direction of the Director or the Assistant Director of Real Property.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates interactions among County departments in the acquisition, leasing, or sale of County-owned real property for assigned projects;
- Assists with the coordination of interactions among County departments in the acquisition, leasing, or sale of County-owned real property on large and complex acquisition and disposal projects as assigned;
- Performs accurate and complete title searches in determining accurate legal ownership of properties;
- Prepares legally acceptable contracts, agreements, deeds, easements and leases necessary in the acquisition and disposal of real property;
- May write ordinances and resolutions in the form of a board paper for the Board of Supervisors' consideration;
- Arranges for the final closing and settlement of acquisitions and sales of properties and easements;
- Reviews and processes requests for the legal vacation of streets, alleys, and easements and for the abandonment of roads;
- Advises and meets with designers/engineers of the effects of the facility on the property;
- Consults with and advises engineers in the preparation of accurate plats and plans;
- Explains to property owners the overall effects of the project pertaining to their property;
- Appraises properties with improvements, if any, and rights to be acquired for acquisition and disposal;
- May appear in court to provide expert testimony;
- Meets with property owners to negotiate fair market prices for properties to be acquired for County projects, includes negotiating and working with unwilling sellers and maintaining good public relations;
- Handles the negotiations for the sale and disposition of surplus County property;
- Provides relocation assistance to property owners whose homes are displaced by public improvement projects;
- Completes special projects as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of legal real estate records, appraisals, transactions and procedures in the sale and acquisition of properties; considerable knowledge of appraisal, negotiation and survey practices, complex plans and plats, appraisal documents, legal documents and their accurate interpretation, and all other documentation related to the acquisition and sale of real property; demonstrated ability to consistently accurately interpret complex plans and plats; considerable knowledge of laws relating to the acquisition and disposal of properties; demonstrated ability to accurately appraise real estate and improvements and to assess damages thereto, if any, incurred by construction projects; sound working knowledge of and skill in the use of a personal computer and use of commonly used business software with ability to learn and use department-specific software and systems; ability to express self clearly and concisely, orally, and in writing; ability to express self tactfully, clearly and positively; ability collaborate effectively to establish and maintain a good working relationship with colleagues, department staff, public and other relevant stakeholders; ability to deal positively, effectively and diplomatically with the public, often in stressful situations; ability to keep accurate and detailed records and files; excellent organization skills with demonstrated ability to plan and execute work effectively to successfully manage caseload and complete tasks accurately and in accordance with applicable requirements and deadlines; ability to multi-task effectively and manage competing priorities while maintaining the integrity of time sensitive and/or confidential



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documents; physical condition that permits the activities necessary in and inherent to the assigned duties; ability to read, and consistently comprehend, accurately interpret, apply and communicate complex policies, regulations and requirements; critical thinking and problem solving skills with the ability to appropriately solve a wide variety of questions and issues within established policies, guidelines, requirements and procedures; ability to collect, research, verify, enter and maintain electronic data and case records accurately in various systems; sound judgement with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; excellent research skills with the ability to compile and analyze relevant data and make appropriate recommendations, reports and presentations as requirements; must be able to positively and appropriately represent the County with citizens and other stakeholders; personal accountability including teamwork and establishing and maintaining positive relationships with the public and colleagues; excellent customer service skills; tact; and courtesy; must be able to positively and appropriately represent the County with customers and other stakeholders. May require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Two-year degree in a relevant field of study that includes classes in real estate, with a relevant four-year degree in a relevant field of study preferred;

Experience: Four (4) years of relevant experience in real estate acquisition or management in the local market;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.