



CLASS SPECIFICATION FOR:

Senior Real Property Agent

General Statement of Duties:

Performs all highly-specialized and complex duties required in the acquisition and disposal of real property or interest therein, including coordination of the legal, engineering, appraisal and negotiation fields as required; does related work as required.

Distinguishing Features of Class:

Performs highly specialized real estate duties requiring excellent negotiation and communication skills in the completion of difficult, sensitive and complex transactions and projects for County government projects. Considerable public contact is required as well as a extensive 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 independent judgment and decision-making in dealing with the public, developers, engineers, lawyers and elected officials. Duties are performed independently with general supervision and direction from 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):*

- Serves as primary coordinator on large and complex real property acquisition and disposal projects;
- Coordinates interactions among County departments in the acquisition, leasing, or sale of County-owned real property;
- Explains overall effects of the project in regards to the property and provides guidance to property owners and other County employees involved in the acquisition of and disposal of County real property;
- Accurately estimates compensation for the acquisition of land rights for County projects and facilities;
- Hires fee appraisers and other real estate professionals;
- Reviews appraisals performed by fee appraisers;
- Negotiates with property owners to acquire property rights at fair market value;
- Provides guidance on the development of real estate as requested;
- Provides expert testimony in court matters relating to County acquisition or real property;
- Prepares legally acceptable contracts, agreements, deeds, easements, leases, board papers, ordinances and resolutions necessary in the acquisition and disposal of real property;
- Directs process on the vacation and disposal of streets, alleys, easements and other County owned rights;
- Conducts final closing and settlement of acquisition and sale of real property
- May serve as a resource or mentor in training and developing Real Property Agents;
- Provides accurate detailed information to Senior Management and County Officials on assigned projects;
- Completes special projects as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the legal process of acquisition and sale of real property including appraisal, negotiations, legal document preparation and closing procedures; extensive knowledge of engineering, 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; thorough knowledge of local real estate market and ability to accurately determine fair market compensation for real property, or interest therein, acquisitions for County projects; ability to read, and consistently comprehend, accurately interpret, apply and communicate complex policies, regulations and requirements; sound judgement and demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; sound political astuteness; demonstrated ability to conduct complex and sensitive negotiations and ensure equitable and fair compensation for acquired property rights; in depth knowledge and understanding of County operations and infrastructure; thorough understanding of County land use requirements; ability to perform complex research and organize and present technical material in good report form; ability to express self clearly and concisely, orally, and in writing; ability to express self tactfully, clearly and positively; ability to deal positively, effectively and diplomatically with the public, often in stressful situations; ability collaborate effectively to establish and maintain a good working relationship with colleagues, department staff, public and other relevant stakeholders; 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 work independently; excellent organization skills with the demonstrated ability to plan and execute work effectively to successful manage and complete assigned tasks accurately and in accordance with applicable requirements and deadlines; physical condition that permits the activities necessary in and inherent to the assigned duties; must be



CLASS SPECIFICATION FOR:

Senior Real Property Agent

able to positively and appropriately represent the County with customers 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: Ten (10) years of relevant experience in real estate acquisition or management;

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.

- Professional certification/designation from the International Right of Way Association.
- Requires a valid driver's license.