

## REALTY SPECIALIST I

### NATURE AND VARIETY OF WORK

This is entry level professional, administrative and technical work performed in conjunction with the acquisition, disposal, marketing and general management of real property. Subject to considerable public contact requiring the exercise of independent judgment and initiative, incumbents perform a variety of activities (e.g., document preparation, land records research, settlements, negotiation) normally associated with the property management and real estate functions. Under close supervision of a higher level realty specialist or equivalent position, incumbents perform routine work both in the field/office in accordance with established departmental and County policies and procedures.

Upon the satisfactory completion of the probationary period, and at management's discretion, entry level specialists may be promoted to the II full performance level.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Prepares for and conducts negotiations with property owners to acquire real property or easements required for County development and street/highway projects; reviews and explains plans and property boundaries needed for public use to property owners.

Prepares title abstracts requiring searching the land records of the County and other jurisdictions; reviews equity proceedings and the judgment docket to determine clear title to the property.

Prepares option agreements, deeds, leases and other documents pertinent to the acquisition and disposal of real property and secures necessary signatures to such documents.

Coordinates the activities necessary to provide operating government agencies with facilities and services, such as office and warehouse space in County owned or leased buildings.

Coordinates the activities necessary to dispose, market and/or sell real property, including surplus schools owned by the County.

Maintains accurate records and prepares concise reports related to real property management.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of negotiation procedures required in the property acquisition/disposal process.

Considerable knowledge of real property values and the methods of appraising real property.

Considerable knowledge of real property legal records.

Considerable knowledge of leasing, bid specification development and accounting procedures.

Ability to accurately read and interpret maps, construction and development plans and profiles.

Ability to maintain accurate records and prepare correspondence.

Ability to work independently with general supervision on written or oral assignments.

Ability to communicate effectively with the public and establish and maintain good public relations.

### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Real Estate, Business Administration, Marketing, Public Administration, Property Management or a related field; an equivalent combination of education and experience which provides the abilities, knowledges and skills necessary to perform the duties of a position allocated to this class will be accepted in identifying qualified applicants.

### CONDITION OF EMPLOYMENT

Possession of a valid driver's license

CREATED: 3/82  
REVISED: 10/88