

## REALTY SPECIALIST III

### NATURE AND VARIETY OF WORK

This is senior level professional, administrative and technical work performed in conjunction with the acquisition, disposal, marketing and general management of real property. Incumbents perform the more specialized work and may lead subordinate staff in a variety of activities normally associated with the property management and real estate fields (e.g. document preparation, land records research, settlements, negotiations). Work is performed under the general supervision of a higher level Realty Specialist or equivalent position, incumbents perform both in the field and office in accordance with established departmental and County policies and procedures.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May lead subordinate positions in the full range of activities (e.g., document preparation, land records research, settlements, negotiation) associated with the property management and real estate fields.

Coordinates/participates in the acquisition of real property required for County projects (both highway and development), leasing of office space, buildings and real estate for use by the County, or disposal of real property which has been declared as surplus.

Coordinates/participates in the activities required for approval and settlement in property acquisition.

Coordinates/participates in the preparation of condemnation documents and represents the County in the condemnation process.

Coordinates/participates in the marketing of surplus schools and other surplus property owned by the County.

Maintains records and status reports on proposed and active projects.

Analyzes routine projects to determine real property needs and work required in the process of acquisition space management or disposal.

Willingly and cooperatively performs tasks and duties which may not be specifically

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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

Good knowledge of current approaches, techniques and methods in the appraisal, negotiation, acquisition, management and disposal of real property.

Knowledge of the laws of Prince George's County, the State of Maryland and the Federal Government regarding the acquisition, management and disposal of real property.

Ability to negotiate moderately difficult real property acquisitions.

Ability to lead subordinates in the negotiation, acquisition, property management and disposal of real property.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelors Degree in real estate, business administration, marketing, public administration; or a related field, plus two (2) years of experience in property management; or an equivalent combination of education and experience.

#### CONDITION OF EMPLOYMENT

Possession of a valid driver's license.

CREATED: 2/82

REVISED: 10/88