

REAL PROPERTY AGENT

Definition:

Under general supervision, plans, organizes, coordinates and participates in the real estate acquisition/disposition, property management and relocation activities of the City; performs a variety of complex and technical functions in the valuation and negotiation for acquisition of real property for City use and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Conducts negotiations with property owners, developers, financial representatives and others for the acquisition, disposition and development of property for City use.

Negotiates for the execution of deeds, quitclaims, partial releases, partial reconveyances and other necessary instruments.

Reviews project right-of-way plans.

Coordinates and communicates with other agencies and City departments regarding details of land use.

Receives, requests and distributes data from and to the public and other sources to include information on owners' rights, setback lines, ultimate widths and possible effects of proposed public projects.

Obtains, examines and interprets property records and title reports.

Coordinates the Relocation Assistance Program; gathers and analyzes data for determination of benefits accruing under same.

Coordinates, reviews, evaluates and makes recommendations on the work of outside contractors to include appraisers and market analysts.

Prepares a variety of contracts involving the valuation and sale or exchange of real property, property management and lease agreements.

Prepares field reports, field appraisals, legal descriptions, sketches of real property and related correspondence.

Researches market data relative to listings and sales of real property.

Gathers and analyzes financial and other records and maintains records.

Responds to citizen inquires and concerns.

Prepares bids for the removal, sale or relocation of improvements on City owned or managed real property.

Makes oral and written presentations.

Operates a computer to prepare a variety of reports, correspondence and related documents.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries files and other items weighing 30 pounds or less.

Provide direction to clerical and technical personnel as needed.

Class Characteristics:

The Real Property Agent is a single incumbent, technical position at the journey level within the Engineering Department. The incumbent has substantial responsibility for making technical decisions and related recommendations in the valuation and negotiation for real property.

Contacts and Relationships:

The Real Property Agent has contact with staff in other City departments, the public, business/corporate representatives, property owners, developers, appraisers and other real estate professionals.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable laws pertaining to the securing of land, land rights and improvements for public purposes to include eminent domain.

Principles and practices of contract administration and contract monitoring.

Property values and the effect of economic trends on value and price and the construction costs of improvements.

Principles and factors involved in appraising property to include the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements and encroachments.

Accepted methods and terminology of describing real property.

Applicable laws, statutes and regulations governing relocation assistance and rights-of-way.

Computer applications as they relate to area assigned.

English usage, spelling, punctuation and grammar.

Customer service techniques.

Legal procedures and documents involved in real estate transactions.

Principles of real property management and right-of-way engineering.

Ability to:

Organize and conduct independent, professional research and collect, analyze and interpret statistical data relative to real property.

Prepare real property appraisals and comprehensive written reports.

Conduct negotiations with property owners or their representatives.

Perform trigonometric survey calculations relating to property descriptions.

Prepare right-of-way sketches and maps.

Physically inspect real property and property improvements.

Communicate effectively orally and in writing.

Use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Use a personal computer and applicable software.

Adhere to multiple deadlines and handle multiple projects.

Monitor contractor performance.

A typical way to obtain the knowledge and abilities is as follows:

Education: Bachelors Degree from an accredited college or university with major course work in real estate, business management or a related field.

AND

Experience: Three years of experience in the acquisition of real property for redevelopment use, or appraisal work in connection with the transfer and sale of real property, or right-of-way experience, or any combination of the preceding to equal three years.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting real property. When work is performed outdoors, there may be exposure to the elements. The incumbent drives a vehicle on City business and sits, stands, walks on level, uneven and/or slippery surfaces, kneels, crouches, twists, climbs ladders and inclines, reaches, bends, grasps, lifts and carries files and other items weighing 30 pounds or less. The incumbent may be exposed to dust when inspecting property. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California Driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Real Property Agent file financial disclosure statements in accordance with state and local laws.

Other:

Possession of or the ability to obtain a Senior Right of Way Agent certificate as issued by the International Right-of-Way Association is preferred but not required.

Fair Labor Standards Act Designation: Exempt.

Revised April 2001