

REALTY AGENT

DEFINITION

Conducts surveys for the acquisition of real property; coordinates and reviews appraisals of property and improvements; negotiates for the purchase, rental, lease, and sale of real property; negotiates and writes real estate licenses; manages the dedication and acquisition of easements; assists displaced families and businesses to relocate; and prepares documents.

TYPICAL DUTIES

Investigates and conducts surveys to locate, acquire, or lease real property.
Arranges for maintenance of properties and negotiates for property lease, rental, or sale.
Arranges for the sale or removal of improvements to be removed from District property.
Coordinates and reviews appraisals of real property and improvements.
Prepares notices of the intent to lease, evaluates proposals, and writes final lease document.
Negotiates with property owners for the purchase or lease of real property.
Negotiates and prepares short and long term licenses for the use of District property.
Examines title, assessment, tax, and other public records.
Assists the legal counsel in preparing condemnation suits and, upon request, acts as an expert witness concerning real property values.
Writes reports describing findings in connection with proposed purchases, sales, and leases of real property.
Provides assistance, including determining eligibility and benefits, in relocating owners and tenants of residences and businesses displaced by land acquisition projects in accordance with California Relocation Assistance and Real Property Acquisition Guidelines.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Realty Agent conducts surveys to locate, select, and acquire District property; coordinates appraisals of property and improvements; negotiates for purchase, sale, rental, and lease of real property; assists in the relocation of displaced residents; assists legal counsel in preparation of condemnation cases; and coordinates the activities of consultants providing services to the District.

A Senior Realty Agent supervises and participates in the professional real estate activities.

An Assistant Realty Agent conducts transactions in connection with the acquisition, lease, and rental of property; assists a team of technical real estate personnel by obtaining and filing required information from legal documents and property records; and assists in coordinating real estate appraisals.

SUPERVISION

General supervision is received from a Senior Realty Agent and/or a Principal Realty Agent. Work direction may be exercised over lower-level technical and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Real estate terminology
- Real estate appraisal methods, contracts, and escrow procedures
- Procedures for real estate appraisal and title verification
- Organization and use of title, assessment, and tax records
- Microsoft Outlook, Word, Excel, and PowerPoint

Ability to:

- Negotiate real estate sales, purchases, and leases
- Collect and analyze information pertaining to real estate
- Read property descriptions
- Determine condition of title from legal documents and public records
- Utilize web-based applications used to obtain property information, title, comparable sales assessment, tax records, and rental data
- Work effectively with owners and occupants of real property and their agents
- Coordinate the activities of consultants
- Work under pressure and time deadlines
- Communicate effectively, both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester units or equivalent quarter units from a recognized college or university, including college courses in business law, real estate law, real estate principles, real estate finance, or real estate valuation is preferable.

Experience:

Two years of real estate experience working for a public agency or private real estate company performing duties such as real estate acquisition, leasing or property development, analyzing real estate appraisals, reviewing title/easement reports, completing property due diligence, analyzing and negotiating purchase/sales agreements, and preparing property pro-formas and budgets. Experience in eminent domain is preferable.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-09-14
LKD