

City of San Jose
REAL PROPERTY AGENT I (3966)

CLASS PURPOSE

Under general supervision, to perform any single or combination of the following real property activities: the less difficult real property appraisals, negotiations, relocation and housing studies, environmental studies, property disposition, property development, property maintenance, title examining and other functions relative to acquiring, managing, leasing and disposing of real property and rights-of-way.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Performs office and field work involved in the acquisition, disposal and maintenance of real property or rights-of-way for public use.
- Conducts independent negotiations for interests in less complex or lower valued properties.
- Assists in the preparation of reports, specialized legal documents, or appraisals for the purpose of acquiring, managing, leasing or disposing of real property or rights-of-way, both entire and partial takings.
- Negotiates for or prepares leases, bid proposals, deeds, reconveyances, quitclaims, licenses, agreements for purchase, resolutions or other necessary actions.
- Gathers information from the offices of the Assessor, Recorder and title offices, as well as from all other real estate sources.
- Manages, leases and disposes of real property.
- Researches and prepares housing and relocation studies and plans in compliance with state and federal laws.
- Contacts residents, business proprietors and institutions to determine their relocation needs.
- Participates with individual occupants in their relocation needs; works with representatives of community resource agencies regarding health, social and economic problems of occupants.
- Develops and maintains effective working relationships with project occupants, business proprietors, representatives of community resource agencies, attorneys, public housing authorities, and employees of City departments and various other governmental agencies.

DISTINGUISHING CHARACTERISTICS

This class is the first level of work involving finalization of appraisals, negotiations, escrows for property, relocation of people and business displaced by public projects, and environmental studies.

This class is distinguished from the higher class of Real Property Agent II by the performance of the less difficult acquisitions. Supervision is received from the Supervising Real Property Agent.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of Federal, State and local laws pertaining to public land acquisition, leasing, environmental impact requirements, relocation assistance programs, land disposal.
- Knowledge of legal documents and procedures for acquiring property and rights-of-way for public use and land disposal.
- Knowledge of community resource agency functions as they pertain to relocation.
- Knowledge of interviewing techniques.
- Ability to understand and apply laws relating to appraisal acquisition management of real property and relocation assistance.
- Ability to communicate and negotiate effectively, both orally and in writing.
- Ability to establish and maintain cooperative working relationships with others.
- Familiarity with personal computer based applications including: word processing, spreadsheet, e-mail, and property information software.
- Ability to deal effectively with difficult people and people in high stress and/or adversarial situations.

Competency Knowledges, Skills and Abilities

- Knowledge of general concepts and practices of real property transactions.
- Knowledge of basic principles of urban economics.
- Ability to conduct surveys related to location and evaluation of alternative relocation accommodations.

Education

A Baccalaureate Degree from an *accredited* college or university preferably in real estate, economics, business or public administration, or a closely related field.

Experience

None. No work experience requirement.

Acceptable Substitution

Two (2) years of increasingly responsible experience in appraisal, and/or title, and/or negotiation of concession agreements, and/or the acquisition and disposition of land, improvements and property rights for public agencies may be substituted for up to two (2) years of the required education on a year-for-year basis.

Licenses and Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California. As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.