



Midpeninsula Regional Open Space District

REAL PROPERTY SPECIALIST I

DEFINITION

Under direct supervision, performs a variety of routine to complex work related to real property transactions and related issues, including title research; coordinates hiring consultants, site investigations, and encroachment resolution; performs varied technical support work for the Real Property division such as service coordination, word processing, data entry, report preparation, records management, and work order processing; responds to requests and inquiries from residents and the public and provides information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Real Property Agent and/or Real Property Manager.
Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level class in the real property series. Incumbents at this level are expected to have limited work experience. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, incumbents perform with increasing independence. This class is distinguished from the Real Property Agent II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned real property projects, whereas this class is typically assigned to small scale projects or to support larger scale projects that are managed by more experienced professional real property Agents.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of routine real property activities involved in real estate transactions (purchases, exchanges, easements, quitclaims, etc.).
- Assists in due diligence investigations when acquiring property (researching title, hiring consultants, pulling County records, site investigations and mapping).
- Assists other District Departments in all manners of real property related items.
- Collaborate with Land and Facilities Property Management staff to prepare leases and rental agreements for residential, grazing, agricultural or other tenants assumed as part of new land purchases.
- Participates in a variety of land purchase and planning activities and special projects as necessary.
- Assists the land protection program in researching title and real property related issues to help resolve encumbrance and encroachment issues.
- Maintains and updates departmental record systems and specialized databases; enters and updates information with real property activity, inventory files, and report summaries; retrieves information from systems and specialized databases as required.
- Establishes and maintains open communication with other District staff; coordinates activities and work cooperatively in a professional manner.

- Prepares routine correspondence, documents, and reports to assist real property transactions and land protection programs.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on principles, practices, and new developments in assigned work area.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Procedures and instruments of real estate law and property rights transactions.
- Real estate practices and laws pertaining to the administration of land use, rental, and leasing agreements.
- Methods of describing real property.
- Basic principles of public agency real property matters.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Techniques of contract administration.
- Principles and procedures of data collection, record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Organize and coordinate real estate activities.
- Apply, explain, and ensure compliance with Federal, State, and local laws, codes, and regulations and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Read and interpret legal descriptions, surveys, and maps.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a four (4) year degree from an accredited college or university with major course work in real estate, real estate law, business administration or a related field, and one (1) year of increasingly responsible experience in real estate or property management that includes significant public contact, preferably with a public agency or land trust.

Licenses and Certifications:

- Possession of a valid California Driver’s License.
- Possession of an International Right of Way Association (IRWA) Right of Way Agent (RWA) Certification desired.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect properties, including traversing steep uneven terrain; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in and walking between work areas may be required and property inspections in rugged rural settings are also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds and to hike in steep rugged terrain

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field, occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: June 2017
REVISED: N/A
FLSA: Non-Exempt