

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: REAL PROPERTY AGENT
REAL PROPERTY AGENT (NON-CLASSIFIED)*

DEFINITION

Under general supervision, to perform a wide variety of journey-level professional office and field duties in the management, acquisition, appraisal, and relocation of real property interests; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

The Real Property Agent class is the journey-level classification in the Real Property Agent Series and is distinguished from the Real Property Technician by the performance of professional duties in the management, acquisition, appraisal, and relocation of property interests. The Real Property Agent is distinguished from the Senior Real Property Agent class by lesser degree of difficulty and complexity of work performed; the absence of lead/supervisory responsibility for directing and managing real property activities and assigned staff; and the absence of responsibility for budget preparation and administration.

REPORTS TO: Real Property Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Real Property Services Manager. Exercises general supervision or lead direction on a project basis over para-professional, technical, or clerical staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Secure, examine, and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties.
- Analyze and determine the effect of encumbrances.
- Negotiate with parties of interest to remove liens, judgments, or other encumbrances.
- Prepare necessary documents to effect title changes.
- Make appraisals of properties and review independent appraisals to determine market value and costs necessary in securing properties for city use.
- Examine engineering plans and property maps to determine extent of property requirements for street rights-of-way and easements.
- Negotiate with property owners, in person or through correspondence, to establish terms and conditions of property conveyances.
- Recommend settlement terms and course of action to city departments and officials.
- Investigate sites, buildings, and prevailing rates in the area of desired location; gather sales, zoning, assessment valuation, improvements, tax, and other pertinent information for use in developing appraisals.
- Secure execution of formal lease documents; prepare outline and lease terms for attorney's use.

- Coordinate the disposition of real property interests.
- Assist residential and commercial property owners and tenants in relocating under the Property Acquisition and Relocation Act of 1970.
- Maintain records and prepare a variety of reports.
- Represent the city in the community and at professional meetings as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of real property appraisal, negotiation, acquisition, relocation, economics, and law as relates to property buying, selling, leasing, easements, and related matters.
- Basic engineering terminology and techniques.
- Techniques, terminology, and practices related to the acquisition, negotiation, and appraisal of real property and relocation procedures.
- Applicable federal, state, and local laws, regulations, and policies related to eminent domain, easements, rights of entry, real estate title, and other right-of-way technical, legal, and financial activities.
- Personal computer operation and applications including word processing, data-base, and spread sheet.

Ability to:

- Interpret legal descriptions of property and make appropriate decisions in accordance with laws, regulations, and policies.
- Understand and interpret engineering plans, maps, surveys, and legal documents.
- Negotiate with property owners and parties of interest in property and explain policies, plans, and interests affecting properties.
- Communicate clearly and concisely, orally and in writing.
- Research land records sources.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's Degree from an accredited four-year college or university with major work in business administration, economics, real estate, or a closely related field. Two years of additional qualifying experience may substitute for two years of education.

Experience: Three years of experience in the appraisal, acquisition, management, and/or record keeping of public property.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Real Property Agent (NC)

TO: Senior Real Property Agent