

Code: 2512

Title: REAL PROPERTY ACQUISITION AGENT-SENIOR

SUMMARY: This classification negotiates the acquisition, sale, leasing, disposition and management of real property for the County, directly with affected parties or through contractors.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Contacts and meets with property owners or their representatives, inspects properties and conducts negotiations, including the more complex acquisitions necessary to acquire real property/property rights to be used, acquired, sold or leased for County purposes and to assure fair and reasonable compensation to owners in compliance with County planning and development dedication requirements;

Determines property owners' eligibility for relocation payments, calculates payment amounts, completes required forms, and assists property owners and/or occupants in the relocation process;

Reviews consultant contractor analyses and recommendations and obtains any needed corrections to work performed per consultant contract requirements;

Assigns work to Real Property Agents and consultant contractors, to include communicating and responding to their questions on County policies and procedures;

Arranges, or assists all affected parties in arranging, the legal conveyance of property and property rights to or from the County;

Prepares legal instruments for the conveyance of real property and property rights;

Documents all activities by creation and maintenance of required files, correspondence, activity logs, reports and legal documents, both manually and in computer-based systems;

Maintains required security and confidentiality of information created or encountered in the performance of assigned duties;

Submits payment claims, requisitions and like documents to appropriate County agencies, and directs the disbursement of payments for acquisition and relocation directly with affected parties or through escrow/trust accounts;

Reviews engineering design plans, subdivision plats, development plans and property descriptions to determine the extent and accuracy of acquisition of property needed for a development or project;

Recommends changes to engineering design plans, construction details and facility alterations affected by proposed construction activities;

Renegotiates terms of acquisition agreements due to plan changes or unforeseen contingencies;

Provides technical communications services and leads the work of others during project research, planning and design phases;

Assures that acquisition and related agreements comply with County planning and development requirements, to include mitigating any negative environmental impact;

Researches, prepares and submits required reports to department, County, State and Federal offices and agencies;

Manages real property acquired by the County, to include clearance, security, rental, leasing, caretaker arrangements, and recommending fair rental/fees for continuing occupancy;

Coordinates the disposal of County lands and properties excess to County needs, per applicable statutes, laws, rules and regulations;

Identifies and recommends the acquisition or disposal of County properties;

Advises County agencies on Federal/State requirements for property acquisition and relocation processes.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods and techniques used in the appraisal, acquisition, relocation of persons and businesses, and management of real properties;
- Federal, State and County laws, rules and regulations pertaining to the appraisal, acquisition, disposal and management of real properties, and relocation of persons and businesses;
- principles and techniques for the review of engineering, subdivision and development plans and property legal descriptions;
- legal requirements, instruments, forms and procedures for the transfer, sale, lease of real property and property rights and relocation of persons and businesses;
- principles, practices and techniques of successful negotiating;
- County contracting policies and procedures;
- application of computer-base resources to document activities, prepare correspondence and legal documentation, and maintenance of databases.

Skill in:

- reviewing and interpreting engineering plans, subdivision and development plans, legal property descriptions;
- inspection of properties to determine their locations, conditions and other relevant information;
- establishing and maintaining effective relationships with associates, property owners and the public;
- reviewing consultant contractor property analyses and recommendations and coordinating needed corrections to work performed;
- negotiating the transfer, sale, lease, acquisition and disposal of real property and property rights;
- managing real property acquired by the County, to include clearance, security, rental, leasing, caretaker arrangements, etc.;
- arranging or coordinating the arrangements, for relocation of affected parties to/from properties affected by County activities;
- preparation of legal documents for the transfer, sale, lease of real property and property rights;
- creating and maintaining activity, legal and administrative records;
- use of computer-based resources for preparation and maintenance of activity records, correspondence and databases;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university and two years of experience conducting the sale or transfer of real property and/or relocation of persons and businesses displaced by government programs or projects. [Experience limited to rental or leasing of residential properties is not qualifying experience for general or negotiating experience.]

OR:

(2) Two years of experience with Pima County or other public-sector agency as a Real Property Acquisition Agent either in an employee or a consultant position.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation, and failure to maintain a current license may be grounds for termination, due to need to operate County vehicles in performing field work.

Special Notice Items: Some positions may be subject to extremes of heat, cold, prolonged exposure to sun, wind and inclement weather when conducting field inspections of properties.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 09/22/02(fn)
Updated 03/11/10(gs)