

Code: 2517

Title: REAL PROPERTY ACQUISITION AGENT

SUMMARY: This classification provides research, administrative support and related services to staff engaged in the acquisition, disposal, maintenance and management of County real property and property rights, and provides information and assistance to the public on Real Property Division processes and activities.

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

Responds to routine public inquiries, in person, by telephone or by computer-based communications systems, on activities, processes and projects of the Real Property Division;
Researches and abstracts public record information on real property being considered for acquisition or disposal by the County;
Prepares legal instruments for the conveyance of real property and property rights;
Assists staff in the review of maps, engineering design plans, subdivision plats, development plans and property descriptions to determine extent/accuracy of acquisitions of property needed for a development or project, by reviewing, researching and verifying information provided;
Compiles information needed by staff for meetings with property owners or their representatives, inspects properties of interest, and conducts routine negotiations for the acquisition of real property/property rights for County purposes, and assists staff in compiling information required to determine relocation payments;
Assists staff in the management of County real properties, to include assistance to obtain clearances, security, rental, leasing, caretaker arrangements, etc.;
Creates and maintains correspondence, activity files and databases in manual and computer-based systems;
Researches, compiles and submits routine, recurring and special project reports;
Assists in the preparation and submission of payment claims and requisitions, disbursement of compensation for acquisition/disposition actions, directly or through escrow or trust accounts;
Establishes escrow accounts and associated processing through title insurance companies for assigned properties;
Researches rental rate information for continuing occupancy of County controlled properties, to include review of data and statistics relative to property assets management;
Maintains appropriate security and confidentiality of information encountered or created in the performance of assigned duties.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods and techniques used in the appraisal, acquisition and management of real properties;
- Federal, State and County laws, rules and regulations pertaining to the appraisal, acquisition, disposal and management of real properties, to include the creation and management of escrow accounts;
- principles and techniques for the review and interpretation of engineering, subdivision and development plans, maps and property legal descriptions;
- legal requirements, instruments, forms and procedures for the transfer, sale, lease of real property and property rights;
- application of computer-base resources to document activities, prepare correspondence and legal documentation, and maintenance of databases.

Skill in:

- reviewing and interpreting complex maps, engineering plans, subdivision and development plans, legal property descriptions;
- researching, abstracting and reporting public record information affecting properties being considered for acquisition, disposal or management;

- preparation of legal documents for the transfer, sale, lease or rental 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;
- establishing and maintaining effective relationships with associates, property owners and the public;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS: EITHER:

(1) Two years of experience conducting real estate transactions involving property appraisal, sale, transfer, title examinations or escrow. [Experience limited to the rental or leasing of residential properties is not qualifying experience.]

OR:

(2) Current license/certification as a real estate broker, real estate sales agent or property appraiser, issued by the State of Arizona or another state.

OR:

(3) A Bachelor's degree from an accredited college or university with a major in business, business or public administration, real estate, planning, urban planning or a related field [as identified by the Appointing Authority at the time of recruitment] and six months of experience conducting real estate transactions involving property appraisal, sale, transfer, title examinations or escrow. [Experience limited to the rental or leasing of residential properties is not qualifying experience.]

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.

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.