

COUNTY OF SOLANO

CLASS SPECIFICATION

REAL ESTATE AGENT

Effective Date of Revision: TBD

Date of Draft: 9/25/19

CLASS SUMMARY:

Under general supervision the Real Estate Agent class provides the full range of duties associated with appraising, negotiating, acquiring, transferring, selling and disposing, leasing and management of real property.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Real Estate Manager, in that the Real Estate Manager is responsible for administering and managing the County's real property activities

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the supervisor of the work unit

AND

No supervision is exercised over others

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Analyzes legislation, legal documents and regulations that affect ownership, special assessment districts, zoning and asset management activities
- Prepares and oversees the execution of legal documents such as deeds, easements, leases and other documents
- Assists in preparation of legislation, written and oral reports for approval by the Board of Supervisors, commissions, advisory bodies and other public entities.
- Negotiates contracts, leases, property and right-of-way acquisitions, disposals and other issues with property owners, attorneys, landlords, lessees and other related parties and recommends eminent domain when necessary.
- Appraises real property and evaluates values in comparison to recent sales; determines comparability of properties; discusses discrepancies and disagreements over estimates; may make appraisal adjustments; performs appraisal contract administration.

- Communicates with property owners; ensures property management and janitorial services are provided for leased facilities; provides budgets, processes invoices for payment, rents, tenant improvements, and other services.

Responds to real estate and property management service requests or referrals from the public, governmental agencies or County departments; provides customer service in response to questions and complaints.

- Maintains property inventory record; prepares and approves consultant work such as professional service contracts; writes specifications for the acquisition, lease or sale of surplus real property; arranges sale or auction of surplus real estate.
- Performs other duties of a similar nature and level as assigned.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's degree in Real Estate, Business or Public Administration, economics, finance or closely related field

AND

Three (3) years related work experience in either commercial property management or negotiation and processing of real estate property actions or preparing appraisals

Education Substitution:

Additional qualifying experience may be substituted for the required education on a year for year basis.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

California Real Estate License or California Real Estate Broker License preferred.

Applicants are required to possess a valid California Driver's License, Class C.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Real Estate appraisal practices and techniques
- Applicable local, state, and federal laws and legal procedures pertaining to real property acquisitions, appraisals, eminent domain, leasing and disposal
- Market analysis techniques and economic factors affecting property values and improvements
- Relocation assistance eligibility and entitlements

Skill and/or Ability to:

- Initiating, negotiating and completing terms and conditions for sale, purchase, or lease of County property
- Preparing and reviewing real estate agreements, appraisals and other real property related documents
- Managing real property
- Reading and interpreting maps, plans, blueprints and legal documents related to real property

- Researching, analyzing and preparing written reports, contracts and other documents as needed
- Planning, organizing, and prioritizing multiple assignments and work activities
- Utilizing basic office equipment; use a computer to gather and analyze data
- Working with individuals from diverse socio-economic backgrounds
- Working under pressure and handling multiple and changing priorities
- Communicating effectively, both orally and in writing
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, patience, and compassion

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather and walking on uneven terrain.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent Travel: Incumbents are **OR** may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 3/2008; abolished 8/2018; reinstated TBD
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: TBD
- Date(s) Revised: N/A
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 403120