



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

**REAL ESTATE AGENT I/II  
ASSOCIATE REAL ESTATE AGENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of routine to complex professional real estate functions in the acquisition, appraisal and management of District properties; to provide relocation assistance to displaced tenants, homeowners and businesses; and to perform a variety of professional tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

**Real Estate Agent I**

This is the entry level in the Real Estate Agent series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

**Real Estate Agent II**

This is the experienced level within the Real Estate Agent series. This class recognizes positions that require limited time on the job before an incumbent is capable of functioning at the full journey level. Positions at this level are initially expected to perform under immediate supervision, progressing to general supervision as knowledge of operating procedures is gained. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or when filled by the outside, have prior experience. Advancement to the Associate Real Estate Agent classification is dependent on

organizational need for advanced level skills, as determined by higher level supervisory and management staff, and by demonstrating proficiency through passing a District test designed to measure advanced level skills specific to assigned area.

### **Associate Real Estate Agent**

This is the journey level class within the Real Estate Agent series. Employees at this level are distinguished from other levels within this classification by the performance of the full range of duties as assigned. Incumbents receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Advancement to this level is dependent on organizational need for advanced level skills, as determined by higher level supervisory and management staff, and by demonstrating proficiency through passing a District test designed to measure advanced level skills specific to assigned area. This class is distinguished from the Senior Real Estate Agent in that the latter provides lead direction to a group of real estate staff.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Real Estate Agent I**

Receives immediate supervision from assigned supervisory or management personnel.

### **Real Estate Agent II**

Receives general supervision from assigned supervisory or management personnel.

### **Associate Real Estate Agent**

Receives direction from assigned supervisory or management personnel.

## **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Perform a variety of routine to complex professional real estate functions; appraise properties, negotiate agreements and acquire various properties and property rights for the District.
2. Participate on a variety of project management teams; complete transactions and activities in accordance with established schedules.
3. Secure, examine and interpret title reports on properties to be acquired; prepare, process

and secure the execution of necessary documents including release of liens, quit claims and reconveyances to secure clear title.

4. Conduct research and analyze data in the preparation of preliminary and final property appraisals; review appraisals prepared by consultant and other agents.
5. Prepare complex agreements and other legal documents in a timely manner including deeds, reconveyances and leases; ensure compliance with District policies and State and Federal laws and regulations.
6. Conduct negotiations for the purchase or dedication of properties, leases, rights and privileges for public use.
7. Serve as liaison between the District and property owners; inform property owners of general project information and provide solutions to sensitive real estate issues.
8. Provide relocation assistance to displaced tenants, homeowners and businesses; prepare replacement housing studies, calculate entitlements, find suitable alternative housing and facilitate payment of claims; explain District policies, procedures and regulatory requirements to displaced residents.
9. Manage residential, industrial, agricultural and commercial property for the District by negotiating leases, selecting tenants, serving notices and initiating legal proceedings as required.
10. Obtain temporary property rights for pre-acquisition environmental studies; negotiate remediation cost agreements; prepare and submit claims for reimbursement of acquisition costs to State agencies.
11. Maintain records and files and prepare periodic and special reports related to the work performed.
12. Prepare and process administrative and legal documents in condemnation proceedings and assist legal staff in preparing for trial.
13. Appear before the Board of Directors or other agency boards to present, explain and discuss real estate issues and agreements.
14. Assist District council in condemnation proceedings and represent the District in property management legal proceedings.
15. Perform related duties and responsibilities as required.

## QUALIFICATIONS

### Real Estate Agent I

#### *Knowledge of:*

Basic procedures and instruments of real estate law, finance and property rights transactions.

Basic methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts and other property-related documents.

Modern office procedures, methods and equipment including computers.

Principles and procedures of record keeping.

Pertinent federal, state and local laws, codes and regulations pertaining to real property acquisition, management and relocation.

#### *Ability to:*

Prepare and review legal descriptions of property, contracts and related documents.

Learn principles and practices of real property appraisal, acquisition, management and disposal.

Learn methods and techniques of effective negotiation.

Learn to negotiate equitable real estate contract terms and conditions.

Learn to collect and analyze comparable market, income and building data for appraisals.

Learn to interpret and explain District property acquisition and management policies and procedures.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### *Experience and Training Guidelines*

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

#### Experience

One year real property acquisition or management experience is desirable.

## Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in real estate, business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

## License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

## Real Estate Agent II

In addition to the qualifications for Real Estate Agent I:

### *Knowledge of:*

Principles and practices of real property appraisal, acquisition, management and disposal.

Basic principles and practices of condemnation, relocation and other public agency real property matters.

Procedures and instruments of real estate law and property rights transactions.

Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts and other property-related documents.

Methods and techniques of effective negotiation.

Environmental laws pertaining to real estate transactions.

### *Ability to:*

Negotiate equitable real estate contract terms and conditions.

Collect and analyze comparable market, income and building data for appraisals.

Learn to provide relocation assistance to displaced tenants, homeowners and businesses.

Learn methods and techniques used to deal with the public in difficult situations.

Learn to work independently in the absence of supervision.

Interpret and explain District property acquisition and management policies and procedures.

Respond to requests and inquiries from the general public.

Prepare clear and concise reports, contracts and correspondence.

### *Experience and Training Guidelines*

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

#### Experience

Two years of responsible real property acquisition, appraisal, and management or relocation assistance experience.

#### Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in real estate, business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

#### **Associate Real Estate Agent**

In addition to the qualifications for Real Estate Agent II:

#### *Knowledge of:*

Modern and complex principles and practices of real property appraisal, acquisition, management and disposal.

Principles and practices of condemnation, relocation and other public agency real property matters.

Methods and techniques used to deal with the public in difficult situations.

#### *Ability to:*

Complete the more difficult acquisition, appraisal, relocation and property management cases.

Provide relocation assistance to displaced tenants, homeowners and businesses.

Work independently in the absence of supervision.

### *Experience and Training Guidelines*

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

#### Experience

Three years of increasingly responsible real property acquisition, appraisal, relocation assistance or management experience, two years of which must be public sector real estate experience.

#### Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in real estate, business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

Possession of, or ability to obtain, an appropriate, valid Senior designation of the International Right of Way Association during the probationary period.

Possession of a California Department of Real Estate salesperson's or broker's license is desirable.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; travel from site to site.

#### **Physical Conditions**

Essential functions may require maintaining physical condition necessary for walking,

standing or sitting for prolonged periods of time; operating motorized vehicles.