



Office of Human Resources
Real Estate Agent - CA2278
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General Statement of Duties

Researches, negotiates, and concludes a variety of transactions for the acquisition, sale, disposition, and lease of real property and performs project development and/or management work on moderately difficult projects.

Distinguishing Characteristics

The Real Estate Agent researches, negotiates, and concludes a variety of property transactions and performs project development and/or management work on moderately difficult projects. This class is distinguished from the Real Estate Agent Senior that performs specialized real estate consulting and project development and/or management and conducts the more financially significant and sensitive/difficult property transactions.

Level of Supervision Exercised

By position, performs lead work over lower level professional staff. By position, matrix manages project staff.

Essential Duties

Researches, negotiates, and processes real estate leasing, purchases, disposition, and sales transactions for a department/agency.

Receives requests for the leasing of real estate and space; discusses requirements such as budgetary requirements, intended use, and/or layout requirements with agency personnel; negotiates leasing rates, terms, and conditions; and recommends site selection based upon analysis and understanding of area market and leasing structures and departmental/agency needs.

Researches real estate records, title reports, appraisal reports, and related records and prepares leases, agreements of sale, deeds, permits, and other real estate transaction documents.

Presents on projects to decision making and legislative bodies, administrative officers, neighborhood groups, and/or other stakeholders.

Performs market analysis in the sale, acquisition, and leasing of real property and reviews completed appraisals for compliance with city, industry, and legal requirements.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Knowledge & Skills

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

Education Requirement

Bachelor's Degree in Public Administration, Business Administration, Political Science, Real Estate, or a related field.

Experience Requirement

Three (3) years of real estate experience buying, selling, leasing, or appraising real estate property.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: