

REAL PROPERTY AGENT I

Definition:

Under supervision, assists in the purchase, sale, lease and management of real property as it concerns the County of Kern; renders relocation assistance to displaced persons; assists in the administration of County franchises, routine negotiations for purchase of property required for County use and assists in searches and records verifications.

Distinguishing Characteristics

This is the trainee level within the Real Property Agent flexible series. Appointees are given intensive on-the-job training in the various phases of property management and/or right-of-way work, including franchise administration and the acquisition and relocation work performed under Federal and State regulations. After one (1) year of experience in the trainee level, an individual is eligible to be considered for promotion to Real Property Agent II. Advancement to Real Property Agent II is considered on a merit basis and is subject to recommendation of the Department head and approval by the Director of Personnel.

Essential Functions:

- Assists with negotiating the purchase or donation of rights-of-way or property ownership; resolving escrow closing problems; providing relocation assistance and benefits for individuals displaced by the acquisition of property; initiating condemnation (eminent domain) proceeding through the office of County Counsel.
- Assists with the examination and interpretation of title reports and various recorded real estate documents to secure title for the County and other entities; verifies boundary descriptions, preliminary right-of-way limits, and other project factors utilizing title reports, site surveys, and engineering drawings.
- Assists with negotiations and processing lease agreements; conducts rental market research; communicates with property owners; ensures property management and janitorial services are provided for leased facilities; provides budgets and payments input for rents, tenants improvements, and other special services.
- Assists in the preparation of real estate documents such as purchase agreements, appraisal summary statements, Requests for Purchase, bid documents, lease agreements, sale agreements, franchise agreements, deeds, easements, etc.
- Assists in the preparation for the Board of Supervisors to request approval for lease, sale, or acquisition of property packages.
- Assists in administering or providing assistance in the collection of rent and/or lease payments from lessees and resolves or coordinates lease complaints.
- Assists in updating real property, revenue and acquisition inventories.
- Performs other related work as required.

Employment Standards:

Bachelor's degree from an accredited college or university in Business Administration, Communications, Economics, Law, Public Administration, Real Estate, or closely related field.

OR

High School Diploma, G.E.D. or equivalent, AND 60 semester or 90 quarter units of college AND 2 years experience transacting real estate or providing property management for commercial real estate interests or lease administration.

OR

Four years experience as a realtor or property manager for commercial real estate interests.

Certificates/Licenses Required: Possession of valid California Motor Vehicle Driver's License. Some positions may require a valid California license as a Real Estate Agent, Broker or Appraiser.

Knowledge of: general business concepts and terminology, business arithmetic and statistics; report writing and business letter writing skills. Keyboarding skills and the use of basic word processing programs.

Ability to: interpret written and graphic material; speak clearly and establish and maintain effective public relations.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.