GENERAL PURPOSE

Under direction, implements real property processes and procedures within the Engineering Services Department; performs a variety of responsible professional and technical activities associated with the acquisition or disposition of real property interests; prepares and reviews for accuracy legal descriptions of real property prepared by or for the District; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Real Property Agent is a professional, journey-level class in the District’s Real Property Program and independently performs the full range of real property acquisition and disposition activities. Incumbents negotiate terms and compensation for acquisition or sales; deals with property owners, public agency staff and the public in explaining real property activities. Work entails the use of independent judgment and the application of knowledge regarding legal descriptions, real estate titles and appraisal, and the acquisition or sale of property and easements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Researches and examines county assessor and other public records, including parcel maps, existing unrecorded easements, and tracts maps, both manually and by computer, to identify ownership of property potentially affected by proposed District facilities and to determine property rights and descriptions; performs title searches when required.

Obtains and evaluates appraisal reports and preliminary title reports prepared by independent appraisers and title companies to determine present and future value of property affected by proposed facilities; determines which sewer or water easement documents apply; coordinates with appropriate engineers; enters data into appropriate application or spreadsheet; makes recommendations regarding appraised value for purchase or acquisition of easements and fee parcels.

Creates, reviews and processes legal descriptions, plat maps, easement documents, deeds and other documents for acquisition of property and easements and the sale of
excess property; coordinates necessary corrections with outside engineering firms.

Conducts negotiations with property owners for the acquisition of rights of way, easements, construction easements, right of entry and other interests in real property; confers with legal counsel on matters pertaining to eminent domain cases and to ensure that documents conform to legal requirements; drafts agenda items for board approval of land purchases and sales and rights of way acquisition; attends settlement conferences to convey settlement offers.

Conducts or directs the recordation of legal documents for property purchase or sale and easement acquisitions; prepares and maintains records of property purchase or sale and acquisition easements for rights of way.

Advises and coordinates with District engineers, staff and consultants on real property issues related to design and alignment of proposed and existing facilities.

Acts to protect District real property interests against unwanted encroachment or acquisition.

May be responsible for the organization, safe-keeping, and retrieval of records describing existing property and easements and facilities occupying such property and easements.

Coordinates and works with legal counsel on vacations and relinquishments and on the sale of excess property.

Coordinates activities with other governmental property managers and real property agents.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Concepts, methods, and techniques for appraising property and establishing market value; methods and techniques for property recordation and property record search; federal, state, and local laws and regulations applicable to land and easement acquisition by public agencies, including condemnation and eminent domain proceedings; basic principles and practices of property and contract law, including detailed legal descriptions; terminology, methods, and practices of land surveying; principles and practices of sound business communication; District rules and regulations and location of District facilities.
Ability to:

Analyze technical data and legal requirements regarding real property issues, evaluate alternatives and make sound recommendations within established guidelines; plan, organize, and independently carry out assigned duties efficiently and effectively; understand, interpret, explain, and apply federal, state, and local laws and regulations applicable to real property responsibilities; perform sound property appraisals; read and interpret engineering drawings and sketches and legal descriptions; research and establish property ownership; prepare clear, concise, comprehensive and legally sound documents and reports; exercise sound independent judgment within general policy guidelines; communicate effectively orally and in writing; use tact, discretion, and diplomacy in dealing with sensitive situations and concerned property owners; establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent supplemented by successful completion of the courses offered by the International Right of Way Association, leading to certification as an Acquisition Agent; and two years of increasingly responsible real estate and/or real property acquisition experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to stand, walk and sit; drive a vehicle; talk and hear, both in person and by telephone; and use hands to operate, finger, handle, or feel office equipment; and reach with hands and arms. Employees may be required to walk over rough terrain and climb and balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to focus.
Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data and legal documents; observe and interpret information and situations; use mathematical calculations; analyze and solve problems; learn and apply new information; perform detailed work; and interact with managers, staff, engineers, attorneys, appraisers, consultants, representatives of other governmental agencies, property owners, and others encountered in the course of the work, some of whom may be dissatisfied, upset, and abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees in this class generally work under typical office conditions, and the noise level is usually quiet. Periodically, the employee is exposed to outside weather conditions where the employee must walk over rough and uneven terrain.

FLSA DETERMINATION: Meets administrative exemption from overtime.