JOB DESCRIPTION
Real Property Technician
Code Number: 22021

GENERAL PURPOSE

Under general supervision, performs a variety of technical and public contact activities associated with the acquisition or disposition of rights of way and property for water and wastewater utility facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Real Property Technician performs specialized technical duties to support the District’s Real Property Program. Incumbents deal with property owners, public agency staff and the public in explaining real property activities and may negotiate terms and compensation for acquisition or sale. 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 gained through experience.

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.

Under the direct supervision of a Professional Land Surveyor licensed to practice in the State of California, prepares, processes and reviews legal descriptions, plat maps, easement documents, deeds and other documents for accuracy and compliance with District standards; makes suggested corrections and returns to outside engineering firms for corrections.

Receives and processes recommendations regarding appraised value for acquisition of easements and fee parcels, and determines which sewer or water easement documents apply; coordinates with the appropriate engineers; enters all data into the appropriate application or spreadsheet.

Researches county assessor and other public records, including parcel maps, existing unrecorded easements, tract maps, and other documents, both manually and by computer,
to ensure accuracy; researches rights of way that the District may have or need in the future.

Researches and composes correspondence in response to requests for non-interference letters received by the District.

Assists real property customers by researching status of easements; provides real property clearance to inspections to facilitate lot releases.

Orders and follows up on title reports and other recorded instruments.

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

Perform related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

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 preparation of sound legal descriptions; terminology, methods, and practices of land surveying; engineering mathematics, including trigonometry; manual and computer-aided drafting; principles and practices of sound business communication; District rules and regulations and location of District facilities.

Ability to:

Process technical data and legal requirements regarding real property issues; understand and apply federal, state, and local laws and regulations applicable to real property process; read and interpret engineering drawings, sketches, and legal descriptions; utilize District computer hardware and software required for assigned duties; research and accurately establish property ownership; prepare clear, concise, and comprehensive documents and reports; communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instruction; make sound independent judgments within established guidelines.
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 college-level course work in engineering or a related field; and two years of experience performing technical engineering work in support of real property; 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, an employee is regularly required to stand, walk and sit; drive a vehicle; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee may be required to walk over rough terrain and climb and balance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is 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; observe and interpret people and situations; learn and apply new information; perform detailed work; 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.

The employee generally works under typical office conditions, and the noise level is usually quiet. Periodic duties expose employees to outside weather conditions where the employee must walk over rough and uneven terrain.

FLSA DETERMINATION: Non-exempt