

REAL ESTATE SPECIALIST

CODES/PAY RANGES

Class Code: 3705 EEOC Code: C FLSA: E Pay Range: 514

MAJOR FUNCTION

Professional office and fieldwork involving the acquisition, management and disposition of real property for County purposes.

EXAMPLES OF WORK

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Researches, surveys, analyzes and negotiates for property or space required for purchase, lease or sale by the County. Completes various legal documents and participates in closings. Uses maps, plans and forms to describe and identify land and buildings to be acquired or to be affected by the construction work. Exercises independent judgment in conducting field negotiations and devising terms for the conveyance of real property.

Contacts and conducts preliminary negotiations with owners or their agents to secure deeds, leases, easements or permits to enter property and for settling claims.

Negotiates acquisitions and/or leases for buildings, endangered lands, parks, Volusia Forever projects and any other County activity requiring ownership or use of private or other public lands. Coordinates all procedures necessary to conclude the acquisition or disposition of real property.

Closes transactions by preparing and delivering necessary documents, contracts, orders and payment vouchers and assists the County Attorney in closings when required. Coordinates real property transactions with the County Attorney, title companies and designated appraisers.

Examines appraisals for conformance with County specifications. Coordinates the work of other staff members engaged in the preparation of legal descriptions, documents and communications relating to the transfer of real property interests.

Monitors the actual uses of real property and conducts space allocations. Manages leases and other licenses/contracts. Recommends plans for the retention or disposal of County owned or leased real property. Furnishes and prepares maps, descriptions and technical data. Maintains all real estate records and initiates all required reports. Assists the public by answering inquiries concerning County property.

Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES

Knowledge of real estate principles and practices. Knowledge of environmental assessment/remediation techniques. Knowledge of surveying practices and ability to interpret surveys and legal descriptions. Knowledge of appraisal methods and practices, and property values in the County. Knowledge of requirements of forms, content and recording necessary to validate the documents involved in real estate transactions. Knowledge of real estate title search and verification.

Ability to understand technical documents relating to property. Ability to read and prepare contracts, property conveyance and other legal documents. Ability to conduct preliminary negotiations. Ability to understand and perform mathematical calculations typical of real estate transactions, including the time value of money.

MINIMUM QUALIFICATIONS

Possession of AA degree in real estate, finance or related field and two (2) years experience in corporate, commercial or public sector real estate practices and negotiating contracts.

A comparable amount of education, training and experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to lift 20 lbs. Frequent lifting and/or carrying objects weighing up to 10 lbs. Ability to reach, see, hear, talk, walk. Manual dexterity. Ability to traverse uneven terrain.

Environment Demands: Inside/outside work.

Mental Demands: Ability to read and comprehend legal documents, ordinances, statutes; instructions; letters and summaries; maps, plats. Ability to write legal descriptions, summaries, letters, appraisal reports and financial documents. Ability to perform advanced mathematical functions. Ability to relay information, data and details to lay persons. Ability to analyze data and develop conclusions.

New 10/03