

REAL ESTATE TRAINEE, 1937

Summary of Duties : Assists technical real estate employees engaged in appraising, negotiating, and managing real property, title examining, and relocation assistance; and does related work.

Distinguishing Features : Real Estate Trainees perform a variety of real estate duties while receiving on-the-job training under the close supervision of technical real estate employees. An employee of this class follows well established policies and procedures.

The class of Real Estate Trainee is distinguished from other real estate classes in that Real Estate Trainees do not normally exercise independent judgment while performing paraprofessional real estate duties such as assisting in routine negotiations, performing field inspections, processing uncomplicated lease renewals, and performing routine title searches.

Real Estate Trainee is a temporary training class which provides an opportunity for employees with considerable experience in the nontechnical aspects of real estate activities to develop the skills, knowledges, and abilities necessary to qualify for promotion into regular real estate technical classes. Employment as a Real Estate Trainee is limited to five years during which time the incumbent is expected to qualify for promotion.

Examples of Duties : Assists in the less difficult negotiations involving the acquisition, disposal, or rental of real property or real property rights such as nominal fees, voluntary dedications, right-of-way permits, crossing and license agreements, and easements; assists in administering lease programs by performing field inspections, compiling and analyzing lease records, and determining compliance with lease agreements and department policies; assists in the routine property management activities involving tenant liaison and complaint resolution; assists in relocating occupants of condemned or City acquired buildings by obtaining comparable listings, serving summons, interviewing occupants, inspecting dwellings, and locating replacement housing; gathers appraisal information; assists in routine title searches; obtains agreements from property owners where negotiations have been completed; prepares routine reports; assists in reviewing tax bills for accuracy prior to payment, and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : Working knowledge of the sources of low cost and subsidized housing; working knowledge of relocation processes and procedures; general knowledge of the principles and methods of real property management; general knowledge of the principles and methods of appraising all types of real property, including determining market

value, rental value, severance damages, and special damages and benefits resulting from the construction of public improvements and public utility facilities; general knowledge of engineering maps, plans, and profile to determine the effects of proposed improvements and facilities on private property, general knowledge of statutes, court decisions, and City Charter provisions governing the acquisition, sale, lease, and management of City property or property used by the City as they relate to such things as eminent domain, condemnations of substandard dwellings, real property title, interests, and leaseholds; general knowledge of methods and principles of negotiation for the acquisition and sale of surplus real property; general knowledge of legal descriptions of real property; general knowledge of instruments, methods, and procedures of real property conveyances; general knowledge of the uses and organizations of records affecting land titles kept by public agencies and title companies; ability to gather and analyze relevant data and to prepare clear, accurate, and comprehensive reports; ability to read and interpret legal and engineering documents applicable to real estate appraisal, negotiations, relocation assistance, and property management; ability to deal tactfully and effectively with officials, property owners, employees, and the public; ability to conduct field investigations and surveys; and the ability to make effective oral presentations.

One year of experience in a class at least at the level of Principal Clerk and performing duties related to real estate activities such as escrow, title examining, appraising, relocation assistance, property management, negotiation, lease administration, or maintenance of land records; or three years of experience in a class at least at the level of Senior Clerk performing duties as indicated above.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.