

**CLASS SPECIFICATION**

1/13/2022

REAL ESTATE ASSOCIATE, 1941

Summary of Duties: A Real Estate Associate performs the routine appraisals, leasing and property management independently, or assists technical employees engaged in the more difficult appraisals, acquisitions, leasing, sales, management, and title investigations of real property.

Class Characteristics: Employees of this class are expected to perform a variety of real estate work while learning the skills of the real estate profession. A Real Estate Associate works under general supervision, is assigned specific projects, and follows well established policies and procedures. An employee of this class exercises one's own judgment in a limited capacity and may be assigned to assemble routine records and information, or carry uncomplicated transactions through to completion, or assist a journey level person in conducting moderately difficult appraisals, negotiations, and other real estate related functions.

A Real Estate Associate is distinguished from a Real Estate Trainee in that the employees of the latter class assist a technical employee, receive close supervision, and are not expected to complete assignments using their own sole judgment. The class of Real Estate Associate is distinguished from the class of Real Estate Officer in that the latter class performs moderately difficult negotiations and appraisals unaided.

Examples of Duties:

- Performs routine or assists in the more difficult or complex negotiations with property owners or their agents in the acquisition, purchase, dedication, or rental and management of real property or real property rights;
- Conducts, or assists in, negotiations involving the sale of surplus City-owned property;
- Assists in obtaining agreements from property owners to grant right-of-ways to the City without compensation or for nominal consideration;
- Gathers and summarizes valuation information and data; reads and interprets maps, plans, and profiles of proposed public improvements and estimates their effect on the value of adjacent properties;
- Ascertains zoning and deed restrictions;
- Prepares appraisals of minor or uncomplicated parcels or assists in the more difficult appraisals;

- Secures witnesses' signatures and notarizes or facilitates notarizing instruments used in the acquisition or sale of surplus property or property rights;
- Obtains information relative to encumbrances affecting titles to real property;
- Takes photographs of property to be acquired; sketches, charts, and plot maps for use as illustrations;
- Prepares letters to tenants, property owners, Council, and to City officials; confers with supervisors about procedures to be employed when assisting in the more difficult cases;
- Assists families living in condemned dwellings by locating replacement housing;
- Inspects residences;
- Interviews occupants;
- Serves summons;
- Meets with homeowner organizations to resolve housing problems;
- May confer with the staff of the City Attorney in preparing court actions involving condemnation cases;
- May assist in the management of City property not required for immediate use;
- May maintain property records;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Graduation from an accredited four-year college or university and successful completion of at least:
 - a) six semester or eight quarter units of college level courses in real estate from an accredited college or university; or
 - b) 60 hours of course work from an accredited, professional, real estate school or right-of-way association; or
 - c) Possession of a California Real Estate Salesperson/Broker License issued by the California Department of Real Estate; or
2. Two years of full-time paid experience as a Real Estate Trainee for the City of Los Angeles and successful completion of at least:
 - a) six semester or eight quarter units of college level courses in real estate from an accredited college or university; or
 - b) 48 hours of course work from an accredited, professional, real estate school or right-of-way association; or
 - c) Possession of a California Real Estate Salesperson/Broker License issued by the California Department of Real Estate; or
3. Five years of full-time paid experience in performing right-of-way work; appraising market value of real property; managing commercial or industrial real property; or negotiating on behalf of a large organization or governmental agency for the acquisition, sale, or lease of real property rights.

One year of full-time paid experience in performing right-of-way work; appraising the market value of real property; managing commercial or industrial real property; or

negotiating on behalf of a large organization or governmental agency for the acquisition, sale, or lease of real property rights may be substituted for up to two years of college education (i.e. 30 semester/45 quarter units = 1 year of college education) lacking on a year-for-year basis, but may not be substituted for the required courses in real estate.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated 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.