

Real Estate Trainee  
(Class Code No. 1937)

Task List - 2022

Overall Function: Performs simpler technical real estate work, such as, appraising, negotiating, and managing real property, title reviewing, relocation assistance, draft agreements such as lease, license, Memorandum of Understanding, and other real estate documents.

1. Gathers, reviews, and analyzes relevant data in the office or by conducting field investigations, in order to conduct negotiations involving the voluntary and involuntary acquisition, disposal, or rental of real property or real property rights such as right-of-way permits, crossing and license agreements, and easements. (real estate negotiation)
2. Conducts field inspections, compiles and analyzes real estate records, and determines compliance with property rights documents and department policies in order to manage real properties. (property management)
3. Assists in the relocation of occupants of condemned properties by researching comparable listings, interviewing occupants, inspecting properties, and locating alternative replacement properties. (relocation assistance)
4. Assists with researching, gathering, and analyzing data related to the acquisition, disposition, lease, or license of real property. (gather/analyze information)
5. Reads and interprets source documents, such as maps, covenants and conditions, easements, licenses, and related data, sufficient to properly analyze real property rights. (technical skills)
6. Writes, edits, and reviews memos, letters, agreements, and routine reports. (writing skills)
7. Assists in researching and analyzing Federal, State, County, and City source documents covering the use and development of subject property.
8. Uses software applications to create memos, reports, agreements, and presentations.