

8-16-91

REAL ESTATE OFFICER, 1960
SENIOR REAL ESTATE OFFICER, 1961

Summary of Duties: Negotiates for the acquisition, rental, or sale of real property rights; makes valuation appraisals of real property to be acquired, sold, or leased by the City; appraises damages and special benefits to private and public property resulting from proposed public improvements or public utility installations; manages City-owned real property; conducts relocation studies and relocates people; or supervises and personally performs the more difficult real estate work; and does related work.

Distinguishing Features: Employees of both classes are required to exercise considerable technical judgment in conducting negotiations and investigations, managing property, working with displaced families, and preparing or reviewing reports. In performing such work, established policies, regulations, City and State laws, and legal precedents are followed. Assignments are given in terms of general objectives and are reviewed based on the results obtained.

A **Real Estate Officer** is involved in moderately difficult assignments including negotiations for and management of real property, assisting dispossessed families in finding suitable dwellings, and determination of the market value and severance damages resulting from partial taking of property or improvements.

A **Senior Real Estate Officer** is responsible for assigning and reviewing the work of subordinate employees and may personally perform the more difficult assignments. Incumbents in the class of Senior Real Estate Officer, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including, application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties:

Real Estate Officer:

Conducts negotiations with property owners or their agents for the purchase or voluntary dedication of property for public improvements including public and utility buildings, street opening and widening, sanitary sewers and storm drains, transmission lines, water mains, and reservoirs.

Secures execution of necessary legal instruments.

Determines the market value of real property, including urban and rural land, buildings, leaseholds, and right-of-way by making appraisals and gathering and analyzing information.

Makes preliminary evaluations for site selection.

Analyzes environmental impact reports to estimate their effect on property values.

Reads and interprets maps, plans, and profiles of proposed public improvements in appraising and negotiating for property rights

required, including severance damages resulting from partial takings of land and improvements.

Prepares reports and ordinances for consideration of the boards of City departments or the City Council relative to acquisition, condemnation, leasing, or sale of surplus City owned property.

Arranges for advertising of City property to be sold or leased.

Processes the acquisition for public use of tax deeded property and negotiates with previous owners to clear the title.

Appraises properties owned by the City for rental and sales value.

Obtains adequate and reasonably complete data and valuation information about each property to be appraised and about its locale from the records of public and quasi public offices.

Visits and inspects subject and comparable properties and consults with property owners and real estate brokers to obtain valuation data.

Secures and analyzes data on the construction costs of improvements.

Determines rates of depreciation.

Compiles data and makes computations relative to property values.

May prepare sketches for court actions.

Takes still photographs of a property before and after improvement.

Writes detailed appraisal reports.

Confers with, and assists staff attorneys in the preparation for trial in condemnation cases.

May be called upon to give expert testimony in court condemnation cases.

May assist contract appraisers by supplying them with factual data, maps, records, and photographs.

Manages City property including rental, lease, maintenance, and enforcement of collections.

Makes periodic field inspections of property to examine its condition and determine the need for rental reevaluation.

Prepares agreements for rental or lease of City owned property or private property for City use.

Prepares and serves notice to vacate City leased properties or newly purchased properties.

May prepare policies and procedures for concessionaire agreements, leases, and rentals.

May confer with various City, Council and State planning agencies to determine compliance requirements for proposed public installations.

May prepare and process applications for zone variances, changes, or conditional uses and may represent the City or a department at zoning hearings.

May manage City concessions, including the preparation of bid documents, issuance of concession provisions, and collection of concession fees.

Interviews families living in condemned dwellings and locates replacement housing.

Inspects residences in order to locate suitable replacement dwellings.

Gathers information on available low cost housing.

Serves summons.

Answers questions on condemnation activities.

Meets with homeowner organizations to resolve housing problems.

Senior Real Estate Officer:

Supervises and works with a group of employees engaged in negotiating with owners for the purchase, rental, lease, or voluntary dedication of real property property rights, buildings, and facilities required for City use.

Supervises and works with employees engaged in making property appraisals.

Supervises and works with employees engaged in management of City property not required for immediate use.

Supervises and works with a group of employees engaged in relocation assistance work.

Supervises and works with employees engaged in zoning clearances and tract and parcel map processing.

Personally conducts the more difficult acquisition negotiations.

Secures execution of necessary legal instruments.

Answers public inquiries regarding City property.

Supervises or personally processes quitclaim deeds.

Supervises technical and clerical employees engaged in maintaining maps, and preparing rental agreements and reports. Trains subordinate employees in various types of real state work.

Reviews preliminary title reports and directs the preparation of documents or procedures necessary to clear title to property being acquired for City use.

Reviews policies of title for sufficiency and compliance with City requirements.

Reviews and approves appraisal reports as to form, methods employed, and thoroughness.

Discusses with subordinates the progress of and the procedures and problems involved in the preparation of appraisals.

May inspect the property involved or secure additional data as a check on an appraisal opinion.

Appraises property where difficult problems are encountered.

Works with appraisers in investigating and reporting on property valuations to be offered as testimony in litigation such as injunctions, damage actions, and condemnation proceedings.

May propose lease, rental and concessionaire agreements, policies, and procedures.

Reviews and approves correspondence and documents prepared by subordinates.

Recommends new procedures for appraisal groups.

Consults with employees engaged in negotiating and acquiring real property.

Keeps records and makes reports.

Communicates equal employment/affirmative action information to employees.

Applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates.

Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Both Classes: May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledges of:	Real Estate Officer	Sr. Real Estate Officer
Methods and principles of negotiation for the acquisition, sale, and lease of real property.	Good	Good
Legal instruments, and procedures involved in real property conveyances.	Good	Good
Principles and methods of real property management.	Working	Good
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.	Working	Good
Sources, significance, and interpretation of information useful in the appraisal of real property, including legal descriptions and property maps.	Working	Good
Relocation processes and procedures.	Working	Good
Legal descriptions as they apply to real property.	Working	Good
Negotiating and title problems involved in the purchases, leasing, and renting of real property.	Working	Good
Supervisory principles and practices including planning, delegating and controlling the work of subordinates.		Good
The techniques for training, instruction and evaluation of subordinate work performance.		Good

Real Estate Officer:

1. Graduation from a recognized four*year college or university; and
2. Two years of experience in one or more of the following areas:
 - a) negotiating for the acquisition, sale or rental of commercial and residential, or industrial real property including both land and improvements.
 - b) appraising the market value of real property including both land and improvements.
 - c) providing relocation assistance to tenants or property owners.
 - d) managing commercial or industrial real property; or
3. Three years of experience as a Real Estate Trainee with the City of Los Angeles.

Candidates may substitute experience for education on a year for year basis.

Senior Real Estate Officer: Two years of professional real estate experience as a Real Estate Officer or in a class at that level which provides experience in: negotiating for the acquisition, sale, or rental of commercial, residential and industrial real property or property rights; managing commercial, residential, or industrial real property; appraising the market value of real property including land, improvements, severance damages, and the costs of cures resulting from partial takings, as is used in eminent domain proceedings; or assisting families in finding replacement dwellings.

License:

Both classes: A valid California driver's license and a good driving record may be required.

Physical Requirements:

Both classes: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good hearing and speaking ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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.