



CITY OF GARDEN GROVE
Department of Human Resources
11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842
(714) 741-5004

<http://ci.garden-grove.ca.us/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Real Property Agent**

An Equal Opportunity Employer

SALARY

\$5,929.00 - \$8,262.00 Monthly \$71,148.00 - \$99,144.00 Annually

OPENING DATE: 05/04/18

CLOSING DATE: 06/04/18 05:00 PM

CITY AND JOB OVERVIEW:

The City of Garden Grove has a Senior Real Property Agent job opportunity for an energetic, knowledgeable, and customer-focus driven individual!

This is an exciting and busy time for the City of Garden Grove. The City of Garden Grove is in a time of enhanced economic development and growth with several high-profile hotel projects, and a historical cottage industry project slated for development in the next two to five years. The Senior Real Property Agent is instrumental in the acquisition of real property and site preparation for these developments, along with managing City property and accessing private property for City purposes.

The ideal candidate will possess: extensive experience in right-of-way and the sale and acquisition of real property; in-depth knowledge of real property laws, regulations, and codes; experience and/or knowledge of real and personal property appraisal; strong oral and written communication skills; ability to develop strong professional relationships; research skills; and be self-motivated to accomplish tasks in a timely manner.

There is currently one vacancy in the Finance Department. An eligibility list will be created from this recruitment to fill current and future vacancies. Apply today!

EXAMPLE OF DUTIES

Assist in negotiations for the execution of deeds, quit claims, partial releases, partial reconveyances, and other necessary instruments

Prepare agreements, verify deeds, partial releases, and other related documents

Assist in the preparation and execution of escrow closings

Prepare correspondence and reports, legal descriptions; process street abandonments and other encumbrances no longer required for public use

Assist in the management of Agency/City-owned property, including leasing, rent collections, and property maintenance

Assist in securing data and the preparation of necessary paperwork and supporting documents for the filing of condemnation suits and subsequent proceedings

Perform field activities including property inspections and prepares field reports and estimates including the verification of land valuation

Assist in relocation of displaced tenants, businesses and residents

Assist in the procurement and oversight of professional consultants

May oversee the overall maintenance of records and files

May make presentations to City Council and other public entities

Perform other related duties as assigned

REQUIREMENTS

EXPERIENCE

Two years of experience in property management and the acquisition of real property for public purposes including redevelopment uses, OR two years of experience in appraisal and evaluation work in connection with the transfer and sale of real property or title examining.

(Note: General experience in real estate sales will NOT be considered equivalent to the appraisal and evaluation work referred to in this requirement).

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in real estate, redevelopment, business administration, public administration or closely related field.

KNOWLEDGE OF

Legal descriptions of real property; interpretation of title reports and legal descriptions; laws pertaining to the securing of property for redevelopment and other public purposes; principles and techniques of valuation; instruments of real property conveyance; property management and disposition; relocation assistance requirements under Federal and California state law; and effective customer service techniques and principles.

ABILITY TO

Communicate clearly, concisely and diplomatically, both orally and in writing; tactfully conduct successful negotiations with property owners and tenants; interpret rules and regulations; understand and interpret engineering plans and maps; analyze and solve problems; conduct research; evaluate data and prepare clear and comprehensive reports; accurately complete field reports to prepare property for acquisition and demolition; effectively write technical reports using Word for Windows and Excel; and commit to providing quality customer service.

OTHER REQUIREMENTS

Must possess a valid California Class "C" driver's license. A DMV 10-year history printout is required. Real Estate Agent's license is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand, walk, sit, climb stairs, stoop/bend/lean, turn/twist, speak clearly, hear normal voice conversation, see small details, use a telephone, drive a vehicle, type or use 10-key and work on a personal computer.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work inside, outside, in direct contact with public and may work overtime beyond regularly scheduled hours.

OTHER IMPORTANT INFORMATION

HOW TO APPLY

Online applications can be completed by visiting: www.ci.garden-grove.ca.us/hr. Questions regarding this position may be either sent to: ggjobs@ci.garden-grove.ca.us, or asked in-person at the Human Resources Department located at City Hall, 11222 Acacia Parkway, Garden Grove CA. City Hall is open Monday through Thursday, 7:30 a.m. to 5:30 p.m., and every other Friday, 7:30 a.m. to 5:00 p.m. City Hall will be closed on 5/11/18, 5/25/18, and 5/28/18.

The deadline to apply is Monday, June 4, 2018, 5:00 p.m.

Online application packets must include:

- a completed online employment application,
- a resume,
- a completed supplemental questionnaire, and
- CA DMV H6 printout (If invited to the interview, candidate will be required to submit a H6 printout prior to the interview. See "DMV H6 Information" section below for more information.)

The job application must be completely filled out. A resume must be submitted but cannot substitute for the application or for some of the other required information. Be sure to detail any education, training or other relevant course work that would make you a particularly strong candidate.

Your application will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to further testing.

THE SELECTION PROCESS

Selection process will consist of:

- Performance exam and oral panel interview, tentatively scheduled for June 20, 2018

Candidates who may need accommodations during the selection process must contact the Human Resources Department at ggjobs@ci.garden-grove.ca.us at least one week prior to any test dates.

Regardless of the notification preference selected when creating the application (i.e., paper or email), CANDIDATES WILL ONLY RECEIVE COMMUNICATION THROUGH EMAIL. Candidates should be diligent in checking their email and spam mail as all notices regarding their status in the current recruitment will be emailed to them.

If there are any questions regarding this recruitment, please contact the Human Resources Department at ggjobs@ci.garden-grove.ca.us.

DMV H6 INFORMATION

In order to participate in the selection process, candidates must submit a valid DMV "H6" driver's license printout, which covers a candidate's 10-year driving history with the DMV.

An acceptable driving record is one that has three (3) or fewer DMV points issued within the past five (5) years, and no more than one (1) DUI within the past ten (10) years.

Please note the following:

- **WE WILL ONLY ACCEPT OFFICIAL H6 REPORTS.** The H6 report must be directly received from the DMV office. A minimal fee is required to obtain this report. We will NOT ACCEPT the online driving record printed from the CA DMV website. The CA DMV website states that the "online Driver Record is not an official document." We will also not accept insurance company printouts.
- **SUBMIT A COMPLETE H6 REPORT.** A complete report will include the word "END" at the conclusion of the report and be printed on official DMV paper with a State of California watermark. Incomplete reports will NOT be accepted. Only the original report or a physical copy of the original report will be accepted. Reports will not be returned to the candidate.
- The H6 report must have been printed between **March 2018 and June 2018.**
- **MUST PROVIDE DRIVING RECORDS FOR RESIDENCY OUTSIDE OF CALIFORNIA.** A candidate who has lived or is currently living outside of California must provide driving reports from every state the candidate has lived in for the past 10 years (2008 - 2018).

Candidates invited to the interview will be required to submit a H6 report prior to the interview date. Failure to provide a valid H6 report may result in disqualification from this recruitment process.

NEPOTISM POLICY

The City has adopted a Nepotism Policy that may affect the status of a candidate's application. Please refer to the Garden Grove Municipal Code 2.44.440 Nepotism Policy for more information.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://ci.garden-grove.ca.us/jobs>

OR

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842

Job #28074
SENIOR REAL PROPERTY AGENT
CS

Senior Real Property Agent Supplemental Questionnaire

* 1. Candidates are required to submit a complete the following supplemental questions with their application. Candidates must answer completely and truthfully to the best of their ability. Answers to supplemental questions may be verified during the recruitment process at a later time. Falsification or misrepresentation of information may be grounds for disqualification from the process.

- Yes - I read, understood, and agree to these conditions.
- No - I read, understood, and do not agree to these conditions and wish to withdraw my application.

* 2. What is the highest level of education you have completed? (Please note that you may be required to provide documentation of your educational accomplishment).

- Some high school
- High school diploma
- Associate's degree
- Bachelor's degree
- Master's degree or higher

* 3. How many years of experience do you possess in property management and acquisition of real property for public use?

- I have no experience in this area
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- 5 years or more

* 4. How many years of experience do you have in appraisal and evaluation work in connection with the transfer and sale of real property or title examining?

- I have no experience in this area
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- 5 years or more

* 5. Describe your experience in property acquisition and site clearance (e.g., relocation, demolition title investigation and clearance, relocation of impacted utilities, and final parcel map requirements) in a public right-of-way and/or economic development environment.

Please write N/A if you do not have experience in this area.

- * 6. Describe the types of property (e.g., commercial, residential, etc.) that you have acquired or sold, the average sale amount of the property, and your responsibilities in these transactions.

Please write "N/A" if you do not have experience in this area.

- * 7. Please describe your experience in the appraisal of real property, including your roles and responsibilities, types of real property (commercial or residential), sizes of property, and valuation amount of property?

Please write "N/A" if you do not have experience in this area.

* Required Question