



Salt Lake City Corporation, Human Resources Department

Job Title: **Real Property Agent**
Job Code Number: **000370**
Pay Level: **026** FLSA: **Exempt** EEO Code: **2**
Bargaining Unit: **600** Benchmark: **Real Property Agent**

JOB SUMMARY:

Under the direction of the Real Property Manager, manages all phases of acquisition and disposition of the City's real property.

This is a professional level position requiring advanced knowledge of real estate law and its applicability to public sector transactions, the ability to negotiate complex and multi-layered transactions and finalize purchases in the best interest of the City.

TYPICAL DUTIES:

1. Procures real property for public projects constructed and funded with general, enterprise, bonding and federal sources (i.e. parks and golf courses, water and sewer facilities, street widening and construction, public housing and buildings, etc.). Researches property titles, obtains and reviews appraisal reports, initiates Requests for Proposal and/or Requests for Bid and finalizes purchase transactions.
2. Coordinates contract appraisal services for City projects and reviews those reports for appropriate determination of value. Abstracts public records for chain of title and encumbrances; verifies plots and legal descriptions on deeds, plat maps, surveys and engineering drawings and resolves discrepancies. Reviews title reports and coordinates documentation preparation to clear title for closing transactions.
3. Prepares correspondence relative to the approval or denial of property transactions and ensures appropriate interdepartmental notification and participation occurs. Negotiates terms as required and prepares various legal contracts including purchase agreements, leases, easements, deeds, etc. for review by the Real Property Manager and the Attorney's office. Directs and expedites closing procedures to ensure accurate and timely completion; initiates disbursement of funds from various funding sources.
4. Complies with administrative and federal guidelines in *eminent domain* proceedings after all efforts to negotiate have been exhausted. Prepares condemnation package for administrative approval and legal action by the City Attorney's office and applicable Court.
5. Ensures City Departments' compliance with City Policy, federal, state and local laws regarding the petition processes for disposition of surplus land and lease/use permits regarding City real property. Collects, analyzes and interprets data relevant to property transactions for use in streamlining and improving property transactions.
6. Assists in the establishment of policies and procedures for real property management. Reviews property tax records and resolves errors with County assessor's office. Responds to public inquiries, works closely with other public agencies on real property issues.

Real Property Agent – Cont.

7. Ensures that office clerical support maintains accurate records of lease files and assists when needed in compliance reviews (i.e. timely payments and adjustments, termination and assignments, certificates of insurance submittals and renewals, etc.). Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in accounting, public or business administration or a related field and three years' experience in real property acquisition and/or sales including the preparation of associated contracts and legal documents. Related experience may be substituted for education on a year-for-year-basis. Preference will be given to candidates with public sector experience.
2. Thorough knowledge of real estate law, negotiation methods and techniques and working knowledge of right-of-way acquisitions, county records/plat maps, survey and engineering drawing research. Thorough knowledge in appraisal methodology and working knowledge of condemnation proceedings.
3. Demonstrated proficiency with personal computers including word processing, spreadsheets and other related software programs. Ability to collect, analyze and report statistical and financial data as it relates to real property.
4. Professional written and oral communication skills. Demonstrated ability to work well with the general public, city agencies and others involved in the arena of real property transactions.
5. Possession of valid driver's license or driving privilege card.

DESIRED QUALIFICATIONS:

1. Possession of current Utah Real Estate License.
2. Right of Way (ROW) professional designation.

WORKING CONDITIONS:

1. Intermittent travel to various property sites. Intermittent walking, standing, sitting. Occasional evening meetings.
2. Frequent exposure to stress as a result of human behavior and the demands of the position.

A TEN YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Position Review Information

Date: 4/5/2016

Departmental Approval: Mike Akerlow

HR Consultant Approval: Keith Klemas

Compensation Approval: David Salazar

Notes: Revisions to desired qualifications