

MAJOR FUNCTION

This is professional and highly technical work requiring extensive public contact for the acquisition of real estate, including fee simple and easement property rights, donations and purchases through direct negotiation and condemnation. In addition to acquisition, work involves securing dedication of property for City use, employing due diligence in searching records for the preparation of property descriptions for conveyance documents, reviewing appraisals, title searches, and surveys and making recommendations for purchase. Work assignments may be oral or written and are reviewed by the supervisor for completeness and accuracy; however, the incumbent must exercise independent judgment and initiative in the performance of work tasks. Work is reviewed through observations, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Contacts property owners and conducts negotiations for securing deeds, easements, etc., and coordinates closing transactions. Negotiates property purchase with owners and obtains proper execution of documents. Prepares cost estimates for right of way acquisition for City projects. Abstracts ownership for right of way acquisition for use by the survey section. Orders and reviews abstracts, title searches, all legal descriptions and survey drawings. Prepares periodic and special progress reports on the acquisition of right of way and other real property. Maintains various files and records. Records and indexes right of way documents. Prepares necessary information for condemnation suits to be filed by the City Attorney's office. Prepares in-house appraisals and reviews appraisals. Performs related work as required.

Other Important Duties

Completes special projects, as assigned. Attends training events as scheduled. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of real estate principles and practices, title work, legal descriptions, appraisal, engineering terms and plans, surveys, procedures used in recording deeds, and obtaining dedications and disclaimers of land. Ability to perform title searches, read plans and blueprints. Ability to maintain accurate records, enter information accurately and timely into databases and prepare reports on activities. Ability to perform analytical work carefully and accurately. Ability to communicate clearly and concisely, orally and in writing. Ability to operate computer based programs, including the Microsoft Office suite of products, and custom designed reporting and tracking programs necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in civil engineering technology, real estate or a related field and two years of professional experience that includes the acquisition, disposition, or appraisal of real property for public agencies; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

Must possess a current Florida Real Estate Salesperson's License at the time of appointment or must have completed the Florida Department of Transportation Right of Way Agent training program. All job class incumbents must possess a current Florida Real Estate Salesperson's License within six months of initial employment and maintain same as a condition of continued employment.

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