



Real Property Specialist 1

Category: Classified/Excluded
Pay Grade: C21
Job Code: 13042

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This work involves technical and professional office and field work in the acquisition, sale, leasing, and management of real property for a wide range of Pinellas County programs and activities. Employees in this position apply knowledge of real estate; specifically, to complete acquisition of property by; purchase and sale agreements, easements, rights of entry, and the use of property by means of lease agreements, recreation licenses, antenna and tower agreements, access agreements, permits, and for other activities. Duties include full range of department assignments and may assist others in completing the largest and most complex project tasks, negotiations, and high visibility assignments, sales, and leasing of real property and space planning with concurrences from higher-level staff; assists, prepares for, and participates in real estate closings. The incumbent exercises independent judgment when conducting field negotiations, defines terms for the conveyance of real property, as well as for leasing or licensing of real property or space, and interacts independently with most customers, clients, and officials to solve problems and provides program advice and assistance to department officials and personnel. The incumbent performs independently and consults with senior department staff or managers on problems or major assignments and reports to a senior manager, supervisor or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs a broad range of assignments in facets of real property programs and services;
- Negotiates, coordinates, and completes property transactions by purchase, sale, lease, or license; including the writing, grammar, and proofreading skills needed to produce agreements, legal documents, letters, memos and preparation of packets for presentation to the Board of County Commissioners, or as delegated;
- Coordinates procedures and prepares documents necessary to complete leases, licenses, or other access agreements;
- Coordinates build-out of tenant improvements for leases where the county is the tenant;
- Coordinates campus parking;
- Negotiates full fee acquisitions for property, and less than full fee acquisitions for county entities;
- Administers policies, procedures, and documents necessary to complete the acquisition or disposition of real property;
- Coordinates with county entities and independent professionals for the preparation of scope of work, appraisals, surveys, inspections, and documents relating to the transfer of real property interests;
- Researches and recommends the acquisition, lease, retention, or disposal of county owned real property;
- Performs all tasks related to property management, including quarterly contacts, annual survey of landlord's services and division's services, and coordination of structure and property maintenance;
- Coordinates effort to obtain initial insurance certification where required by contract, verifying such certification meets contract requirements, inputting in countywide insurance program and continued maintenance of the system by monitoring receipt of updated annual certification;
- Implements and applies REM software application and report systems to division operations;

- Conducts property inspections and acts as a liaison between owning department and user;
- Maintains the general office files, project files, property inventory files, and the computer data bases of the Pinellas County's property, lease, inventory, and projects files; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and four (4) years technical and professional experience in corporate, commercial, or public sector real estate practices and negotiating real estate or other contracts; or Associate's degree with major coursework in business, public administration, real estate, finance, contracts, or a related field and two (2) years of experience as described above; or Bachelor's degree as described above; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Current and valid licenses or certifications in applicable position assignment disciplines.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of general real estate acquisition, sale, and leasing principles and practices;
- Knowledge of property appraisal methods;
- Knowledge of title search, survey and environmental assessment/remediation techniques;
- Knowledge of professional composition, grammar, and writing skills;
- Knowledge of computers and database management;
- Skill in property negotiations for lease and acquisitions or sales agreements;
- Skill in oral communication and building professional business relationships;
- Ability to apply computer applications and software;
- Ability to understand and perform mathematical calculations typical of real estate transactions, including the time value of money and annual rental adjustments;
- Ability to read and interpret appraisals, surveys, title reports, engineering plans, and environmental reports; and
- Ability to pursue college level courses in disciplines related to the real estate profession.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.