



Real Property Technician

Category: Classified
Pay Grade: C17
Job Code: 13032

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

Performs paraprofessional technical, administrative and clerical work supporting real estate services and management of real property owned, underwritten, managed, or administered by the County or County operations and public programs that require technical proficiency in applying property acquisition and real estate related services; performs customer-service related functions via telephone, email and the County's work-order management system, interacting with citizens, and supporting property management functions with internal stakeholders; performs specialized and complex technical work which includes property research, preparing reports, preparing real estate legal documents, and performing real estate and/or property management activities; maintains and manages the division's database and all filing systems; assists specialists and manager on financial-related projects involving CAM reconciliation, lease and operating expense and lease revenue reporting.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Maintains and manages the division's computerized database and all filing systems;
- Provides technical, administrative and clerical support to specialists and manager;
- Prepares and reviews contracts, legal documents such as licenses, easement, management agreements, County deeds, bills of sale, closing statements, resolutions, and warranty deeds;
- Gathers data regarding acquisition or disposition of mortgage secured, private, the County, and public-owned property;
- Prepares and coordinates Board of County Commissioners agenda items, contract reviews, and procurement packages;
- Assists in marketing surplus property, coordinates various closing procedures, coordinates with other County agencies concerning names and addresses of property owners or other interested parties, gathers location maps, parcel descriptions, and sketches, conducts title research, assists in the review of legal descriptions, and assists in furnishing appraisers and other contracted professionals with all essential material and assists the public;
- Prepares technical data, legal forms, and documents and performs data processing related duties including using available database, spreadsheets, and GIS programs, encoding data, data entry, and retrieval;
- Manages the allocation and enforcement of the Campus Parking Program;
- Assists in the hiring of appraisers, environmental firms, and other consultants;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED) and four (4) years of experience in an office environment dealing with administrative matters, customer accounts, and service problems, or real estate management and/or property lease administration; or an Associate's degree in business, public relations, or

related field and two (2) years of experience as described above; or Bachelor's degree in a related field 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.
- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Excel, Word, PowerPoint;
- Knowledge of virtual meeting platforms for participation and meeting coordination purposes;
- Knowledge of administrative and procedural requirements concerning real estate sale and purchase transactions, property inventory, property management records/transactions, and related services;
- Knowledge of public and commercial real estate industry, loan procedures, title and valuation work, legal descriptions, and related means of locating property;
- Knowledge of business English, spelling, punctuation, real estate legal terminology, instruments, and formats;
- Knowledge of computer information systems used to locate property, validate ownership, and search for records;
- Skill in typing accurately at a reasonable rate of speed;
- Skill in performing business mathematical problems with accuracy;
- Skill in presenting technical information or analysis through oral presentations, written reports, or charts;
- Ability to read maps, aerial photographs, engineering scales, plats, site plans, engineering plans, and other related graphic aids and prepare simple drawings and charts;
- Ability to review property records, Official Court Records and other available data for in-house appraisals and title analysis;
- Ability to develop effective office and field work procedures, analyze facts, and exercise sound judgment;
- Ability to promote and maintain effective departmental and public relations;
- Ability to identify, analyze, and solve technical and clerical problems;
- Ability to communicate effectively with general public, customers, realtors, contractors, and staff to provide information correctly and concisely, orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

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