



## **Real Property Specialist 3**

**Category:** Classified/Excluded  
**Pay Grade:** C27  
**Job Code:** 13046

*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 advanced professional office and field work in the acquisition, sale, release, leasing and management of real property for a wide range of Pinellas County programs and activities, with a specific concentration on petitions for vacation. The employee in this position applies expert knowledge of real estate, specifically, to complete acquisition of property by; purchase and sale agreements, easements, right 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 completing major projects covering high priority, complex, and difficult assignments, prepares for and participates in real estate closings, exercises highly independent judgment when conducting field negotiations, defines terms for conveyance of property, as well as, for leasing or licensing of real property or space. Incumbent interacts independently with customers, clients, and officials to solve problems and provides program advice and assistance to lower level personnel, as well as, other county department managers and senior officials, provides training, guidance, and technical assistance to lower level personnel. The difference between the level of this class and the other Real Property Specialist classes is due to the defined scope with a specific concentration on petitions for vacation, complexity and finality of action. The incumbent exercises a high degree of independence and consults with senior department staff or managers on unusual or unprecedented and controversial major assignments and reports to a senior manager, supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs as a leader and expert in all facets of real property programs and services;
- Negotiates, coordinates, and completes property transactions by petition, including the writing, grammar, and proofreading skills needed to produce staff reports, resolutions, and PowerPoint presentations;
- Coordinates procedures and prepares documents necessary to complete petitions to vacate;
- Researches assessments and other public records to identify property ownership and determine property rights;
- Coordinates with county entities, public utilities and independent professionals for the preparation of sketch and legal descriptions, exhibits, inspections, advertisements, and mailings;
- Plans, monitors, facilitates, and manages the petition to vacate process with the citizen and county staff;
- Utilizes communication and customer service skills to manage the petition to vacate process including receiving initial requests, applications, and payments; guiding the petitioner through the process, answering questions, and providing status updates; preparing the petitioner for the Board of County Commissioners meeting; and following up with the petitioner after the public hearing;
- Develops staff report and resolution documents for presentation to the Board of County Commissioners;
- Manages and coordinates multiple petition requests simultaneously, including site visits and meetings with the petitioner and stakeholders, advertisements and mailings, placement of necessary public notice signage, preparation of PowerPoint presentations, and follow-up with the petitioner after the Board of County Commissioners' decision;
- Presents petitions for consideration and discussion to County staff, County Attorney's Office and citizens;

- Maintains report on status on individual petitions;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Seven (7) years of professional experience in corporate, commercial, or public sector real estate practices and negotiating real estate or other contracts that includes supervision, team leadership or supervisory training or Associate's degree with major coursework in business, public administration, real estate, finance, contracts, or a related field and five (5) years of experience as described above, or Bachelor's degree and three (3) years professional experience 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.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge in the acquisition and disposition of real property as it relates to rights of way and easements;
- Knowledge of title search, survey, and environmental assessment techniques and skill to apply to real estate practices;
- Knowledge of purchase of real property through various methods, to include condemnation and voluntary acquisitions;
- Knowledge of statutory requirements for petitions to vacate;
- Knowledge of legal instruments involved in real estate transactions, such as, but not limited to deeds, leases, escrow paper and title reports;
- Knowledge of professional composition, grammar, and writing skills;
- Knowledge of computers and database management;
- Skill in oral communication and building professional business relationships;
- Skill in presenting technical information to supervisor, County staff, and citizens;
- Ability to read and interpret maps, parcel sketches, construction plans, plats and legal descriptions;
- Ability to work with individuals at all levels of the organization and citizens;
- Ability to analyze, organize, and prioritize work on multiple projects;
- Ability to adhere to required timeframes.

### **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:

- 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.
- 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.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- 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 typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.