

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PROPERTY AGENT - 1756**

**DEFINITION:**

Under direction, to lead and perform the more difficult and responsible professional real property work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Performs the more difficult or sensitive negotiations involving real property transactions;
- Prepares the most complex staff appraisals or reviews the more difficult and sensitive independent fee appraisals;
- Examines property to be acquired, sold, appraised, or leased;
- Conducts property investigations;
- As required, testifies as an expert witness in condemnation actions;
- Consults with department representatives to assist them in the solution of complex real property problems;
- Provides liaison with governmental agencies on major projects of mutual concern;
- Negotiates and prepares lease and rental agreements;
- Negotiates the acquisition of right-of-way and easement agreements for purchase or sale;
- Assists in providing relocation services to individuals or businesses displaced by City-sponsored projects;
- Leads the work of and gives guidance to professional staff members;
- Assists in training;
- Prepares reports, analysis, or recommendations.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time commercial real estate property experience in one or more the following areas: appraisal/valuation, acquisition and disposition, relocation and right-of-way, property and/or asset management, commercial sales/leasing, or commercial real estate brokerage. Qualifying property management experience must include at least one of the following areas: lease negotiations and administration; asset and/or property management of commercial or

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

industrial complexes; or preparation of development lease and sale packages. Qualifying acquisitions and disposition experience must include selling, purchasing, or leasing commercial, office, retail, and/or industrial or unimproved property.