

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT PROPERTY AGENT

DEFINITION:

Under general supervision, to perform property appraisals, acquisitions, sales, leasing, or property management work of average difficulty; and to perform related work.

* EXAMPLES OF DUTIES:

- Negotiates the acquisition of rights-of-way and agreements for the purchase, use, sale, lease, or exchange of real property and property rights;
- Using accepted techniques, assists in appraising real property;
- Recommends proper rental rates and lease terms;
- Under supervision, prepares leases, deeds, and rental and escrow agreements and related documents for approval;
- Examines property to be acquired, sold, appraised, or leased;
- Recommends condemnation proceedings;
- Arranges for removal of structures from rights-of-way; inspects City-owned property to insure compliance with contract conditions and regulations;
- Arranges for repair and maintenance of rented property to the extent of City obligations;
- Provides information to the public or other City departments;
- Conducts title searches and writes legal descriptions;
- Prepares reports and correspondence.

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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** one year of professional level experience in real property acquisition, sales, appraisal, property records management, or property management. Additional experience as listed above may be substituted for education lacked on a year-for-year basis.

- * **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.