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.