

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSOCIATE PROPERTY AGENT**

**DEFINITION:**

Under direction, to perform varied and difficult property appraisals, acquisition, sales, leasing, or property management work; 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;
- Appraises real property;
- Arranges for and reviews fee and staff appraisals and reviews appraisals submitted to the City by other agencies;
- Determines proper rental rates and lease terms;
- Prepares leases and rental agreements;
- Draws and interprets legal documents;
- Examines title claims and clears titles;
- 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;
- Assists in training Property Agents;
- Makes investigations and prepares reports and 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Business Administration, Real Estate, or a closely related field, **AND** two years of professional level experience in real property acquisition, sales, appraisal, or property management. Property management experience must include ground lease negotiations; preparation of developmental lease packages; or management of commercial, industrial, or large residential complexes. Additional experience as listed above may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- \* **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.