



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: REAL ESTATE TECHNICIAN I – II

DEFINITION: Under general supervision, coordinates the acquisition, lease and disposition of real property, and prepares deeds and agreements for the development sites, easements, rights-of-way, and other City projects.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the class.

Grade Level II - Performs the more responsible duties of the class any may serve as a lead person.

EXAMPLES OF DUTIES:

- Selects, orders and analyzes appraisal and title reports;
- Coordinates time schedules for appraisals and property acquisition;
- Prepares correspondence and reports;
- Maintains liaison with appraisers, escrow and title companies, property owners and developers regarding property acquisitions or dispositions;
- Gathers and compiles data;
- Prepares deeds, leases and other similar agreements used in property acquisition or disposition;
- Prepares appraisal instructions;
- Prepares and maintains appropriate files and records;
- Provides administrative support for right-of-way actions;
- May direct and monitor property management activities;
- May administer real estate acquisition or lease contracts;
- May analyze appraisal service bids;
- May select appraisal firms;
- May research and interpret real estate documents for financial information;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years of full-time experience in real estate acquisition, escrow, appraisal and/or property management functions. Recent completion of formal coursework in real estate escrow, appraisal, or title review offering specific and substantial preparation for the duties of the position may be substituted for up to one year of the required experience;

Ability to communicate effectively both orally and in writing;

A valid motor vehicle operator license may be required for some positions in this class;

Experience operating a personal computer is highly desirable.

HISTORY:

Established 07/07/79, Grade Level II added 01/06/81, revised 09/22/92.

Approval/Adoption Dates: 12/11/92 – Human Resources Department
12/23/92 – Civil Service Commission