



Career Service Authority

Real Estate Agent

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GENERAL STATEMENT OF CLASS DUTIES

Researches, negotiates, and concludes a variety of transactions for the acquisition, sale, disposition, and lease of real property and performs project development and/or management work on moderately difficult projects.

DISTINGUISHING CHARACTERISTICS

The Real Estate Agent researches, negotiates, and concludes a variety of property transactions and performs project development and/or management work on moderately difficult projects. This class is distinguished from the Senior Real Estate Agent that performs specialized real estate consulting and project development and/or management and conducts the more financially significant and sensitive/difficult property transactions. The Real Estate Agent is distinguished from the Stapleton Redevelopment Programs Manager that manages the Stapleton Redevelopment Office which includes performing project management, managing redevelopment projects, land transfers, and land development, and supervising project staff. The Real Estate Agent is distinguished from the Financial Management Specialist that designs and directs the implementation of complex projects which affect the execution of city-wide financial management policies and practices and/or directs the implementation and ongoing execution of a centralized city-wide financial management function(s).

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, assists with or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

ESSENTIAL DUTIES

Researches, negotiates, and processes real estate leasing, purchases, disposition, and sales transactions for city departments/agencies.

Receives requests for the leasing of real estate/space; discusses requirements such as budgetary requirements, intended use, and/or layout requirements with agency personnel; negotiates leasing rates, terms, and conditions; and recommends site selection based upon analysis and understanding of area market and leasing structures and departmental/agency needs.

Researches real estate records, title reports, appraisal reports, and related records and prepares leases, agreements of sale, deeds, permits, and other real estate transaction documents.

Disposes of surplus property through public auctions and other kinds of sales, clears sales of property with city departments/agencies, informs prospective buyers of purchasing procedures and processes, and coordinates/attends public auctions.

Appraises or arranges for appraisals to determine fair market value of property being acquired, leased, or disposed of and performs title searches of property records to determine or verify ownership of property rights.

Makes presentations on projects to decision making and legislative bodies, administrative officers, neighborhood groups, and/or other stakeholders.

Performs market analysis in the sale, acquisition, and leasing of real property and reviews completed appraisals for compliance with city, industry, and legal requirements.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Mathematics - Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Economics and Accounting - Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information including technical material that is appropriate for the intended audience.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

Conflict Management - Manages and resolves conflicts, grievance, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Problem Solving - Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Flexibility - Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Creative Thinking - Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Real Estate - Knowledge of real estate principles, practices, markets, and values.

Information Management - Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Knowledge of financial analysis and research techniques sufficient to be able to determine what information is needed, secure and analyze desired information, and integrate research into reports and/or databases.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Education Requirement:

Baccalaureate Degree in Public Administration, Business Administration, Political Science, Real Estate, or a related field.

Experience Requirement:

Three years of real estate experience buying, selling, leasing, or appraising real estate property.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 12/16/2004

REVISED DATE:

REVISED BY: Earline Hill
Patricia Anderson

CLASS HISTORY This is a new class.