

PROPERTY MANAGEMENT AGENT

MAJOR FUNCTION

This is a technical position responsible for acquiring parcels of land for County purposes, as well as disposition of surplus County real property, under the direction of the Planning Director.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Performs research on property ownership by searching the public records both in the office and at the County Courthouse.
- Coordinates and works collaboratively with other agencies regarding County land acquisitions.
- Prepares ownership maps necessary to obtain land. Prepares deeds, releases, agreements, and easements necessary for land acquisition.
- Contacts and provides information to property owners affected by acquisition.
- Checks and approves legal descriptions for various purposes.
- Provides information to members of the general public, attorneys, and real estate agents pertaining to road rights-of-way.
- Coordinates activities related to County-adopted surplus property policy. Routinely reviews and updates records regarding conveyances affecting County.
- Maintains computer inventory records and files regarding all selling, closing, and acquisitions activities.
- Assists other internal departments and external agencies regarding County property management functions, e.g., Zoning, MSTU, Engineering, Code Enforcement, Risk Management, Legal, the City of Ocala.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school graduate or general education degree (GED) supplemented by courses in real estate, surveying, or engineering. Minimum two years experience in acquisition of real property for a governmental agency.

Licenses

Possession of a valid Florida Divers License.

Certifications

Classification as a Right-of-Way Agent I may substitute for a portion of the required experience.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, legal documents, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.

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Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, technical systems, or legal descriptions.

Specialized Skills and Abilities

- Ability to communicate tactfully and effectively.
- Knowledge of legal descriptions and Courthouse records.
- Ability to write land descriptions and read and interpret surveyor maps.
- Knowledge of laws relating to land titles and acquisition.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close with color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

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Established: 10/99

Pay Grade: 13

Job Description Number: 3079

Category: 3

Status: NE

Revised: 6/2003