

## ASSISTANT REALTY AGENT

### DEFINITION

Conducts routine transactions in connection with the acquisition, lease, and rental of real property; maintains and prepares standard agreements; assists in coordinating appraisals of property and improvements; and maintains and examines legal documents to obtain required information concerning property ownership and encumbrances.

### TYPICAL DUTIES

Conducts minor transactions involving the acquisition, sale, lease, and rental of real property owned by the District or by outside third parties in accordance with the California Education Code and short-term and long-term use of District facilities.

Assists in coordinating appraisals or establishing market rental rates for real property by gathering information from public offices, other school districts, title companies, real estate brokers, bankers, landlords, and others.

Generates correspondence, documents, memos, and forms as required.

Prepares extensive specialized mailings such as notices of eligibility insurance deficiency notices, and payment default.

Coordinates approved leasing and licensing activities with other departments and site administration.

Conducts transactions involving short-term and long-term use of District facilities.

Maintains databases and files and tracks documents and payments for real estate related transactions.

Calculates facilities use fees for use of District property based on applicant's use.

Works with applicants, school site staff, and principals to explain the facilities use application and agreement process.

Generates reports on transactions and revenue and submits findings to management for Board ratification.

Arranges for maintenance of properties and negotiates property for lease, rental, or sale.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Realty Agent conducts transactions in connection with the acquisition, lease and rental of real property; assists a team of technical real estate personnel by obtaining and filing required information from legal documents and property records; and assists in coordinating real estate appraisals.

A Realty Agent conducts surveys to locate, select, and acquire District property; coordinates appraisals of property and improvements; negotiates for purchase, sale, rental, and lease of property; arranges for demolition of improvements; assists in the relocation of displaced residents; assists legal counsel in preparation of condemnation cases; and coordinates the activities of consultants providing services to the District.

Senior Realty Agent supervises and participates in the professional real estate activities.

## SUPERVISION

Supervision is received from a Realty Agent, Senior Realty Agent and/or a Principal Realty Agent. Work direction may be exercised over clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Real estate terminology
- Real estate appraisal methods, contracts, and escrow procedures
- Organization and use of title, assessment, and tax
- Microsoft Outlook, Word, Excel, and PowerPoint

### Ability to:

- Collect and analyze information pertaining to real estate
- Read property descriptions
- Determine condition of title from legal documents and public records
- Utilize web-based applications used to obtain property information, title, comparable sales assessment, tax records, and rental data
- Work effectively with owners and occupants of real property and their agents
- Work under pressure and time deadlines
- Communicate effectively, both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester units or equivalent quarter units from a recognized college or university, including college courses in business law, real estate law, real estate principles, real estate finance, or real estate valuation is preferable.

### Experience:

One year of real estate experience working for a public agency or a private real estate company performing activities such as real estate acquisition, leasing or property development, analyzing real estate appraisals, reviewing title/easement reports, completing property due diligence, analyzing and negotiating purchase/sales agreements, and preparing property proformas and budgets.

### Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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LKD