



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## REAL ESTATE REPRESENTATIVE I

<b>Group-Section:</b> Real Property Development and Management Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 37 <b>Job #:</b> YA91
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### JOB SUMMARY

This is the entry level position performing Real Estate Representative I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

#### General

1. Learns and assists to negotiate real estate transactions.
2. Learns and assists with compiling documentation for legal actions pertaining to eminent domain, trespassing, encroachment and other related property matters.
3. Learns and assists with conducting market analyses and feasibility studies.
4. May participate on a project team.
5. Performs other related Real Estate Representative job duties as required.

### RIGHTS OF WAY / PROPERTY MANAGEMENT / DEVELOPMENT

1. Learns and assists with researching and analyzing public records and title reports to identify ownership, condition of title, property rights; learns and assists to compile legal descriptions, maps, drawings, exhibits and encumbrances.

2. Learns and assists with preparing and implementing relocation assistance plans. Learns and assists to negotiate resolution of losses, expenses, nuisances, and business goodwill claims.
3. Learns and assists with administering real property agreements to ensure compliance with terms and conditions. Learns and assists with performing property site inspections, investigations, and resolving complaints and violations.
4. Learns and assists with review of payments and receivables for real property ownership, transactions, and escrow settlements. Learns and assists with calculating rental billings, adjustments, and payment of real property assessments and taxes.
5. Learns and assists with processing annexation requests, fees, related documentation and maintenance of records, maps, and reports for Metropolitan's service area.
6. Learns and assists with preparing and processing real property development plans and transactions, entitlements, zoning changes, and annexations.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field.

**Required Knowledge of:** Principles and basic practices of real estate; and current office technology and equipment.

**Required Skills and Abilities to:** Read maps; apply mathematics; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.