

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PROPERTY AGENT - 1181

DEFINITION:

Under general supervision, to perform property appraisals, acquisition, sales, leasing, or property management work of average difficulty; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Negotiates the acquisition of rights-of-way and agreements for the purchase, use, sale, lease, or exchange of real property and property rights;
- Using accepted techniques, assists in appraising real property;
- Recommends proper rental rates and lease terms;
- Under supervision, prepares leases, deeds, rental and escrow agreements, and related documents for approval;
- Examines property to be acquired, sold, appraised, or leased;
- Recommends condemnation proceedings;
- Arranges for removal of structures from rights-of-way; inspects City-owned property to ensure compliance with contract conditions and regulations;
- Arranges for repair and maintenance of rented property to the extent of City obligations;
- Provides information to the public and other City departments;
- Conducts title searches and writes legal descriptions;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units 120 semester/180 quarter), **AND** one year of full-time professional-level commercial real estate property transactional experience in one or more of the following areas: appraisal/valuation; acquisitions and disposition; relocation and right-of-way; property and/or asset management; commercial marketing and sales/leasing; or commercial real estate brokerage. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**