

Summary of Duties: Performs the routine appraisals, rentals and property management independently; or assists technical employees engaged in the more difficult appraisals, acquisitions, rentals, sales, management, and title investigations of real property.

Distinguishing Features: Employees of this class are expected to do a variety of real estate work while learning the skills of the real estate profession. A Real Estate Associate works under general supervision, is assigned specific projects, and follows well established policies and procedures. An employee of this class exercises limited independent judgment and may be assigned to assemble routine records and information, or carry uncomplicated transactions through to completion, or assist a journey level person in conducting moderately difficult appraisals and negotiations.

A Real Estate Associate is distinguished from a Real Estate Trainee in that the employees of the latter class assist a technical employee, receive close supervision, and are not expected to complete assignments using their own independent judgment. The class of Real Estate Associate is distinguished from the class of Real Estate Officer in that the latter class performs moderately difficult negotiations and appraisals independently.

Examples of Duties: Performs routine or assists in the more difficult negotiations with property owners or their agents in the acquisition, purchase, dedication, or rental of real property or real property rights; conducts, or assists in, negotiations involving the sale of surplus City-owned property; assists in obtaining agreements from property owners to grant right-of-ways to the City without compensation or for nominal consideration;

Gathers and summarizes valuation information and data; reads and interprets maps, plans, and profiles of proposed public improvements and estimates their effect on the value of adjacent properties; ascertains zoning and deed restrictions; prepares appraisals of minor or uncomplicated parcels or assists in the more difficult appraisals; makes field inspections of real property to determine parties in possession, improvements, uses of property, nature of easements and property restrictions, or other property rights; secures witnesses' signatures and notarizes instruments used in the acquisition or sale of surplus property or property rights; obtains information relative to encumbrances affecting titles to real property; prepares simple sketches, charts, and plot maps for use as illustrations; takes photographs of property to be acquired; prepares letters to property owners, Council, and to City officials; confers with supervisors about procedures to be employed when assisting in the more difficult cases; assists families living in condemned dwellings by locating replacement housing; interviews occupants; inspects residences; serves summons; meets with homeowner organizations to resolve housing problems; may confer with the staff of the City Attorney in preparing court actions

involving condemnation cases; may assist in the management of City property not required for immediate use; and may maintain property records.

Employees in this class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Good knowledge of relocation processes and procedures; good knowledge of the sources of low cost and subsidized housing; working knowledge of the principles and methods of real property management; working knowledge of principles and methods of appraising all types of real property, including determining market value, rental value, severance damages, special damages, and benefits resulting from the construction of public improvements and public utility facilities; working knowledge of statutes, court decisions, and City Charter provisions governing the acquisition, sale, lease, and management of City property or property used by the City as they relate to such things as eminent domain, condemnations of substandard dwellings, real property titles, interests, and leaseholds; working knowledge of methods and principles of negotiation for the acquisition and sale of surplus real property; general knowledge of trends and factors affecting building construction costs, land, and building values in the City of Los Angeles and the surrounding territory; general knowledge of the use of engineering maps, plans, and profiles to determine the effects of proposed improvements and facilities on private property; general knowledge of legal descriptions of real property; general knowledge of the uses and organizations of records affecting land titles kept by public agencies and title companies; general knowledge of instruments, methods, and procedures of real property conveyances; some knowledge of court procedures in condemnation cases; ability to gather and analyze relevant data and to prepare clear, accurate, and comprehensive reports; ability to read and interpret legal and engineering documents applicable to real estate appraisals, negotiations, relocation assistance, and property management; ability to deal tactfully and effectively with officials, property owners, employees, and the public; ability to conduct field investigations and surveys; ability to operate a camera; and ability to make effective oral presentations.

Graduation from a recognized four year college or university, and successful completion of at least six semester or eight quarter units in college level courses in real estate; or two years of full-time paid experience as a Real Estate Trainee and successful completion of at least six semester or eight quarter units in college level courses in real estate is required for Real Estate Associate.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good hearing and speaking ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitation, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.