CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**JUNIOR PROPERTY AGENT – 1564**</u>

<u>**DEFINITION**</u>:

Under immediate supervision, to participate in a training program by assisting in the preparation and processing of real property valuations, leases, acquisitions, and disposals; and to perform related work.

* <u>TYPICAL TASKS</u>:

- Examines title reports and public records to determine ownerships, encumbrances, liens, assessments, zoning regulations, assessed values, easements, and other matters affecting real property and its use;
- Assists in field investigations to determine topography, public and private improvements, encroachments, and neighborhood influence;
- Interviews property owners for collection and confirmation of sales and rental data;
- For training purposes, performs routine Property Agent duties in various divisions of the Department of Real Estate and Airport Management;
- Investigates complaints concerning City-owned property and recommends remedial action;
- Approaches property owners with requests for property donations for public purposes;
- Confers with prospective tenants;
- Drafts routine lease and rental agreements from sample and standard forms;
- Reviews lease contracts and makes field inspections to determine contract compliances, including collection of delinquent rent;
- Prepares reports and correspondence.

<u>**MINIMUM QUALIFICATIONS:**</u>

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 in real estate, business management, or a related field.

* 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.