

RIGHT-OF-WAY SPECIALIST

NATURE OF WORK

This is technical work involving research, written composition and clerical duties relative to activities of real estate acquisition, records management, housing rehabilitation programs and redevelopment projects.

Work involves responsibility for researching records for ownership titles, liens, composing documents related to the acquisition and administration of property acquired including contracts and purchase agreements, compiling individual tract files and assisting in records compliance and maintenance activities. Work also involves preparing legal documents related to real estate purchases and housing rehabilitation programs and redevelopment projects. Supervision is received from the administration division manager with work being reviewed in the form of accuracy, completeness of records and compliance with departmental guidelines.

EXAMPLES OF WORK PERFORMED

Answers or directs public inquiries about housing rehabilitation programs, real estate acquisitions, sales or relocation programs and redevelopment projects.

Prepares legal documents related to real estate purchases, sales and loan financing including, but not limited to Warranty Deed, Trustee's Deed, Purchase Agreement, Deed of Trust, Promissory Note, Subordination Agreement, Deed of Reconveyance, Program Agreement, Directorial Order and Executive Order and Redevelopment Plans and Agreements.

Prepares and compiles individual tract files which include title searches, appraisal, appraisal review, original acquisition documents, owner's copies and other required materials of property sought/acquired; confirms completeness of files prior to submission for negotiation; prepares housing rehabilitation loan program files; prepares redevelopment plans and agreements.

Assists department staff in maintaining departmental records and performing related record maintenance tasks; updates the Department's website as requested.

Works with the general public and employees from other City and County departments in relation to real estate, housing rehabilitation programs and redevelopment projects.

Reviews housing loan applications and determines income eligibility, requesting additional information as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public recording systems related to property purchase, taxation and ownership.

Knowledge of record maintenance methods and techniques.

Knowledge of the principles and practices of consumer credit financing, equity financing, land contracts and other current methods of financing real estate and construction.

Knowledge of local lending and credit sources, both public and private.

Ability to read and interpret real estate documents, abstracts and related property interest documents.

Ability to read construction plans and related maps.

Ability to operate standard office equipment including computer, calculator and photocopier.

Ability to update the Department's website as needed/requested.

Ability to comprehend and understand legal descriptions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with individuals from other governmental agencies, other departments, and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and six months of experience in the sale and/or acquisition of real estate; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.