

ASSISTANT REAL PROPERTY AGENT

Recruitment #22-DE3-01

Date Opened 7/29/2022 3:00:00 PM

Filing Deadline 8/12/2022 11:59:00 PM

Salary \$6,089 - \$7,694 / Month

Job Type Open & Promotional

Introduction



Definition

THE JOB: Under direction, to perform real property appraisals, negotiations, acquisitions, property management and disposition, relocation, lease negotiations, and other functions to acquire and manage real property and rights of way; and to do other work as required. Assistant Real Property Agent is the entry and first working level in this class series. Positions in this class perform the full range of duties under closer supervision than the next higher class of Real

Property Agent. Incumbents are eligible to promote to Real Property Agent after completing courses in Real Estate Appraisal, Real Estate Economics and Real Estate Law. Additionally, incumbents must gain experience in all of the following areas prior to promotion: property appraisal, property management and property acquisition. Normally, incumbents would require two years to complete the course work and gain the required experience. **The list established from this recruitment will be used to fill current and future vacancies for full-time, part-time, substitute, and extra-help temporary positions during the life of the eligible list.**

Employment Standards

THE REQUIREMENTS: Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four-year college or university with a degree in business administration, real estate, civil engineering, or a related field, and one year of professional or closely related technical experience. (Additional qualifying experience in appraisals and negotiations of real property may be substituted for the required education on a year-for-year basis.)

SPECIAL REQUIREMENTS, CONDITIONS:

License Requirement: Possess and maintain a valid California class C driver license.

Knowledge: Some knowledge of the principles of real property management and appraisal techniques, legal description of real property and general engineering terms and symbols, the laws, legal documents and procedures for appraising and acquiring real property.

Ability to: Conduct negotiations in a persuasive manner; interpret maps, engineering plans and legal documents pertaining to property; learn to perform difficult appraisals; establish and maintain cooperative relationships with others; collect and analyze data, develop and administer plans; interpret, explain, apply and enforce applicable laws, rules and regulations; formulate, evaluate and make recommendations on real property acquisitions; prepare and present effective oral and written presentations; learn to access, input and analyze data using a computer.

Benefits

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees

Selection Plan

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply Online Now! Click on the link below; or print out an application and supplemental questionnaire and mail/bring them to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA, 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received in one of the following ways: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.




NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.

An Equal Opportunity Employer

County of Santa Cruz

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Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	
View and print the Supplemental Questionnaire.	 <p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .</p>
View and print the official application form as an Acrobat pdf file.	 <p>A Santa Cruz County application form is required for this recruitment. You may print this Acrobat PDF document and then fill it in.</p>
Fill out our application-request form.	We encourage you to submit your application online as this is the preferred application method. If, for any reason, you are unable do this, we can send you an application packet by conventional mail.
Contact us via conventional means.	You may contact us by phone at (831) 454-2600, FAX at (831) 454-2240, or e-mail at Personnel@santacruzcounty.us , or apply for a job in person at the Santa Cruz County Personnel Department, Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, California 95060.

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