

REAL PROPERTY TECHNICIAN

Job Code	Pay Grade
13032	CL10

Nature of Work

This is paraprofessional technical and clerical work supporting real estate services and management of real property owned, underwritten, managed or administered by Pinellas County or Pinellas County operations and public programs that require technical proficiency in applying property acquisition and real estate related services. Work involves performing specialized and complex technical work which includes customer support, property research, typing reports, preparing real estate legal documents and performing real estate and/or property management activities. Employees in this class are responsible for the proper performance of a wide-range of assigned technical activities within assigned areas and to make independent work decisions based on experience and knowledge of both industry and departmental operations but refer the more difficult technical policy or procedural questions to a specialist or manager.

Minimum Qualification Requirements

- 4 years experience in an office environment dealing with administrative matters, customer accounts, and service problems; or real estate management and/or property lease administration; or
- Associate's degree in business, public relations or related field, or an equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position (such as Real Property Specialist) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are example and are all inclusive.)

- Provides technical and administrative support to specialists and manager.
- Prepares and reviews contracts, legal documents such as licenses, easement, management agreements, county deeds, bills of sale, closing statements, resolutions and warranty deeds.
- Gathers data regarding acquisition or disposition of mortgage secured, private, Pinellas County and public-owned property.
- Prepares and coordinates Board of County Commissioners agenda items, contract reviews, and procurement packages.
- Management of right-of-way, escheat, lands available and other properties including the structures, sales, and hiring and management of commercial/professional contractors and service organizations.
- Establishes and maintains files including aerials and plat maps; plots newly acquired property and calculates land area.
- Assists in marketing surplus property; coordinates various closing procedures, coordinates with other county agencies concerning names and addresses of property owners or other interested parties; furnishes maps, parcel descriptions and sketches; conducts title research; assists in the review of legal descriptions, assists in furnishing appraisers and other contracted professionals with all essential material and assists the public.
- Types technical data, legal forms and documents and may perform data processing related duties including using available database, spreadsheets, and GIS programs, encoding data, data entry and retrieval.

REAL PROPERTY TECHNICIAN (continued)

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Illustrative Tasks (continued)

- Manages the allocation and enforcement of the Campus Parking Program.
- Assists in the hiring of appraisers, environmental firms, and other consultants.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of administrative and procedural requirements concerning real estate sale and purchase transactions, property inventory, property management records/transactions and related services.
- Knowledge of public and commercial real estate industry, loan procedures, title and valuation work, legal descriptions and related means of locating property.
- Knowledge of business English, spelling, punctuation, arithmetic, real estate legal terminology, instruments and formats.
- Knowledge of computer information systems used to locate property, validate ownership, and search for records.
- Skill in typing accurately at a reasonable rate of speed.
- Skill in performing business mathematical problems with accuracy.
- Skill in presenting technical information or analysis through oral presentations, written reports or charts.
- Ability to read maps, aerial photographs, engineering scales, plats, site plans, engineering plans and other related graphic aids and prepare simple drawings and charts.
- Ability to review property records, Official Court Records and other available data for in-house appraisals and title analysis.
- Ability to develop effective office and field work procedures, analyze facts and exercise sound judgment.
- Ability to promote and maintain effective departmental and public relations.
- Ability to identify, analyze, and solve technical and clerical problems.
- Ability to communicate effectively with general public, customers, realtors, contractors, and staff to provide information correctly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified