

PROGRAM SPECIALIST (REAL ESTATE)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Real Estate, an incumbent of this class is responsible for providing assistance to the Director by performing real estate services to County departments and the public involving the appraisal, acquisition, and sale of County property and the negotiation of leases. Supervision is not performed by this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives and handles inquiries and complaints regarding County-owned property and routing them to appropriate departments and staff;

Gathers and compiles real estate data for various reports, and decision making by director;

Maintains records, files, and maps of County-owned property;

Prepares routine correspondence regarding tax bills and brief reports on status of various County property;

Processes licenses, permits and other routine real estate transactions;

Locates properties and structures in the field and performs on site inspections for various purposes;

Maintains special real estate data files;

Takes photographs of real property in black and white, color prints and slides and other photographic and video work as required for a wide range of assignments including reports, briefings, and public displays;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of New York State Real Estate procedures and laws and general real estate procedures, particularly in a governmental setting; knowledge of real estate record keeping; ability to interpret survey data from maps; tact; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Four years of full-time paid real estate sales, brokerage or appraisal experience.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years.

NOTE #1: Real estate experience is defined as either experience as a sales agent for another, performing surveying and related map interpretation, general administration of real estate transactions, real estate record keeping, or real estate appraisal.

NOTE #2: Part-time experience may be pro-rated to equate to the total full-time experience.

SPECIAL REQUIREMENT:

1. Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of regents of the New York State Department of Education as a post-secondary, degree-granting institution.