

## REAL PROPERTY CONSULTANT

GENERAL STATEMENT OF DUTIES: Handles assigned matters pertaining to the acquisition and sale of real property by negotiation and purchase; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Attorney and the Board of Acquisition and Contract of the County of Westchester is responsible for negotiations leading to the purchase of real property by the County, and for the sale of such real property declared to be surplus by the Board of Supervisors. This includes negotiations for acquisitions and dispositions of easements, rights-of-way and other less interests in real property. This is a position involving highly confidential decisions concerning negotiations, real property purchases, and an especially close relationship with the Board of Acquisition and Contract. Supervision of a small number of clerical personnel may be required.

EXAMPLES OF WORK: (Illustrative Only)

Negotiates for the purchase of real property to be acquired by the County;

Negotiates for the sale and disposal of real property owned by the County and declared to be surplus property by the County Board;

Negotiates for the acquisition of easements, rights-of-way and other interest in real property required by the County with the approval of the Board of Acquisition and Contract;

Deals with real estate appraisers and brokers and prepares contracts for their services with reference to appraisals in connection with the purchase and sale of real property in which the County has or requires an interest;

With the approval of the Board of Acquisition and Contract deals with and prepares contracts for the services of land surveyors to make maps of real property to be acquired by the County;

With the approval of the County Attorney and the Board of Acquisition and Contract engages recognized title companies to make title searches and title reports and upon receipt of such reports, examines the exceptions and objections to the title and passes upon or negotiates for the elimination of said objections;

Approves all title policies issued by the title companies with respect to real property purchased by the County;

Prepares option agreements, contracts of sale, deeds and other agreements necessary to effectuate the purchase of real property by the County;

Prepares contracts, deeds and other agreements required for the authorized sale of surplus properties by the County;

Prepares easements agreements as required by the County;

EXAMPLES OF WORK: (continued)

Informs and advises the Board of Acquisition and Contract in reference to all matters relating to purchase and sale of real property;

Prepares required acts and resolutions for the Board of Supervisors and the Board of Acquisition and Contract relative to the purchase and sale of real property;

Independently, or at the direction of the County Attorney, prepares memoranda of law relative to real property and such other legal documents as may be required in the course of this employment;

Performs such duties as the County Executive may require.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of all aspects pertaining to the sale of real property; thorough knowledge of real estate law as it relates to the preparation of all types of agreements, contracts, deeds and other instruments required or necessary in connection with the purchase or sale of real property; good knowledge of values of real estate in The County of Westchester; ability to analyze and carry on highly complex confidential negotiations; ability to deal with County officials, County Boards, Committees and the public; ability to evaluate title abstracts and reports; ability to comprehend land surveys; integrity; tact; courtesy; keenness of observation.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized law school with a Bachelor's degree\* and admission to the Bar of the State of New York and 5 years experience in the practice of law involving searching, examining and closing of titles to real property and negotiations for the purchase and sale of the same.

SPECIAL REQUIREMENTS: Possession of a New York State Broker's license.

\*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 Education Department as a post-secondary, degree-granting institution.