

STAFF ASSISTANT (REAL ESTATE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing administrative functions in support of Division of Real Estate services to County departments and the public involving the appraisal, acquisition, and sale of County property and the negotiation of leases. An incumbent may conduct special studies, prepare reports, make recommendations, etc., and is expected to exercise independent judgment within established policies and procedures. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists management or administrative staff in gathering and compiling real estate data, including property appraisals and environmental audits, for various reports, and decision making by director;

Maintains detailed records, files, and maps of County-owned property according to established procedures;

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

Processes licenses, permits and other routine real estate transactions;

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

May assist with on-site inspections, investigations and surveys of County-owned properties and prepare reports on issues such as rental agreements, tax and ownership, encroachments, etc;

Performs other related administrative support tasks to insure the smooth operation and responsiveness of the division, such as: preparing purchase requisitions, maintaining time and leave, scheduling meetings, processing vouchers for payment, etc.;

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 the principles and practices of administration and office management; knowledge of New York State Real Estate procedures and laws and general real estate procedures, particularly in a public setting; knowledge of real estate record keeping; ability to interpret survey data from maps; ability to communicate effectively, both orally and in writing; ability to independently carry out complex staff or administrative support assignments; ability to establish and maintain effective working relationships with a wide variety of people; ability to gather and analyze data; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; initiative; courtesy; dependability; good judgment; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and five years of staff or administrative support experience, two of which must have been in either the brokerage or appraisal business, or in a real estate setting dealing with the review and processing of real estate documents and records.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for each year of the required experience for up to three years. There is no substitution for the two years of specialized experience.

SPECIAL REQUIREMENTS: 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 Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.