

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000330
Grade 21**

REAL ESTATE SPECIALIST I

DEFINITION OF CLASS:

This is developmental level real estate/property acquisition work involved in the acquisition, disposal and leasing of properties and buildings for public use. Contacts include representatives of County Government, outside agencies, and private organizations and attorneys in the County Attorney's Office for the purpose of requesting and providing information and obtaining legal opinions and approval of contracts. Work includes contact with County residents but does not involve providing direct public service or assistance on a one-to-one, regular, and sustained basis.

An employee in this class conducts the more standard and limited assignments involved in investigating real estate market values, preparing appraisals, and land acquisitions including initiating negotiations for the lease or rental of space, disposing of surplus property, researching land records, inspecting leased facilities for contract compliance, and providing support to senior staff. Assignments and deadlines are provided by the supervisor who is available to provide assistance, but employee plans and carries out work independently. While guidelines are available in the form of County codes, regulations and procedures, work requires the employee to deviate from them and use judgment to provide recommendations in different situations. The complexity of the work is marked by the necessity of the employee to have knowledge of and the ability to represent the County in acquisition, disposition, leasing and/or rental transactions. The impact of this class of work is realized by senior staff who rely on the work product in order to facilitate their own work and those outside who lease or buy back surplus property from the County. The majority of work is performed in a comfortable office setting. Occasional visits to the field to inspect properties and/or assess the value of the property do not present significant hazards or physical demands. Meetings may occur on weeknights and occasionally on weekends.

EXAMPLES OF DUTIES: (Illustrative Only)

- Researches land records for property owners, deeds and recent sales of properties.
- Negotiates acquisitions with property owners and/or their attorneys or representatives.
- Assists in performing phases of the disposition of surplus property.
- Initiates negotiations for the lease of County owned property.
- Conducts inspections of County owned facilities that have been leased to assure compliance with lease.
- Maintains status reports for splinter and/or tax sale parcels.
- Processes inquiries from the public relating to real property inventory and availability.
- Maintains and updates file on land sales for appraisal purposes.
- Assists in the preparation of documents for acquisition, leasing and condemnations.
- Computes areas of acquisition on right-of-way plats and drawings; checks property lines.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic real estate laws, regulations, principles, and practices and/or legal procedures, requirements, and documentation applicable to leasing, sale, purchase, reuse, disposition, and/or condemnation of real estate (i.e., properties and facilities) and rights-of-way.
- Knowledge of the principles of land economics and appraisal methods and analysis used to value different types of commercial, farm, or residential property.
- Ability to apply knowledge of County and State laws governing eminent domain, contract real estate law, the acquisition of rights-of-way by purchase, lease or condemnation.
- Ability to negotiate standard purchase, sale, and lease agreements on behalf of the County in its role as landlord, tenant, purchaser, or seller.
- Ability to apply the principles and techniques of real property appraisal.
- Ability to read and understand deeds and other instruments of real estate conveyance, to interpret property and engineering maps, plats and plans.
- Ability to prepare title abstracts.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal tactfully, equitably and effectively with people.
- Ability to perform work at locations outside the office and to attend evening or occasional week-end meetings if necessary.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in the acquisition and/or disposition of real estate/property, which may include leasing management, land appraisal, and contract preparation and/or administration.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January 1973

Revised: November 1987

Classification Study: December 1995 (M)

Classification Study: April 2006 (M)
August 2013

August 2014

Formerly Titled: "Property Acquisition Specialist I"