

## **REAL PROPERTY ASSISTANT**

This is a paraprofessional position supporting the Public Service Department's right-of-way and Parks property acquisitions. Responsibilities include title examination, and maintaining a complex record system. Work is performed independently and supervision is received from the Land Management Coordinator who reviews work for accuracy and conformance to standards, and provides instruction as needed.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Determines and implements the steps necessary to clear titles of properties to be purchased.
- Prepares or drafts the required legal instruments and correspondence necessary to document right-of-way acquisition agreement details.
- Researches right-of-way history and other property cadastral data in response to work assignments or public inquiry.
- Prepares and maintains all necessary files and records and provides assistance with Public Services permit inquiries as required.
- Maintains file systems, cross references, and other systems necessary to properly manage county property.
- Assists in the preparation of staff reports, resolutions, ordinance, easements, leases, and other documents relating to management of county property.

### **QUALIFICATIONS**

- Applicants must possess, at the minimum, two (2) years of full time title examination experience or experience associated with right-of-way property negotiation and acquisition; relevant post-secondary training or coursework may substitute for up to one year of required experience.

**Knowledge of** title search and clearance practices and procedures; the procedures and requirements pertaining to the legal documentation and recording involved in the property acquisition process; the principles and practices of relocation assistance and of the rules and regulations involved.

**Ability to** establish and maintain effective working relationships with other county employees, public and private officials and the general public as necessitated by work assignments; deal courteously and tactfully with the public; express ideas effectively, orally and in writing; read and interpret instruments of ownership, legal property descriptions and a variety of cadastral information; prepare legal property descriptions and formulate memoranda, letters and other correspondence as necessitated by work assignments; prepare and maintain a variety of files, records and reports; utilize complex and record systems; operate a variety of office equipment, including computer terminals.

Office use: 6/22/00