

Property Agent I

DEFINITION

This is office work in the appraisal, acquisition and exchange of land.

Work of this class involves the appraisal of property and negotiations with property owners for the acquisition of land required by the City. Assignments are not extraordinary in nature and are accompanied by maps, plans and forms necessary to describe and identify land and buildings to be acquired or exchanged.

Work includes responsibility for the completion of appraisals, acquisitions, negotiations and land exchanges; and preparing related documentation. Employees are required to exercise initiative and tact in negotiating with property owners and the public and are afforded some latitude with respect to field negotiations. Problems are referred to a professional supervisor. Documentation and recommendation on exchanges and acquisitions and appraisals are reviewed by a professional supervisor.

TYPICAL DUTIES *

Appraises real property utilising accepted appraisal techniques, assembles, assesses and correlates information to estimate market value of property under consideration. The majority of assignments will involve the appraisal of vacant lands, however, less complex improved properties may also be assigned.

Negotiates less complex acquisition of real property with property owners and/or their representatives where no expropriation is contemplated.

Arrives at settlement within budget and scheduling constraints and will make recommendations to supervisor regarding the hiring of independent appraisers.

Prepares reports and recommendations for purchases, justified terms and conditions of proposed transactions; compiles documentation for transfer of title.

Negotiates for utility rights-of way where no severance is involved, and right-of-entry agreements where compensation is not contemplated.

Maintains current knowledge of real estate market.

Performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the provincial and municipal legal requirements regarding the purchase and exchange of land.

Knowledge of current property appraisal techniques and procedures.

Property Agent I

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand and execute oral and written instructions and to interpret plans, legal descriptions and legal documents.

Ability to express ideas effectively orally and in writing.

TRAINING AND EXPERIENCE REQUIREMENTS

Completion of appraisals course requirements and demonstration report leading to the designation of a Certified Residential Appraiser as granted by the Appraisal Institute of Canada or an equivalent designation by another recognised appraisal organisation; and a minimum of three (3) years appraisal and negotiation experience in general real estate work.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

PROPERTY AGENT I.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0581		0182	

Last Updated: August 2008
Previous Updates:
Originated: