



## REAL PROPERTY MANAGEMENT SPECIALIST 1

**Department:** Facilities Management

**Job Class #:** 402500

**Pay Range:** Professional 06

**FLSA:** Non-Exempt

**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is technical work related to the leasing, management and disposal of real property for Pierce County Facilities Management, Real Property Management Division. An employee in this classification coordinates with property owners of leased facilities to ensure building tenant needs are met; negotiates routine lease amendments and extensions between the County and various contractors; maintains space management database for leased and county-owned space; and administers parking contract and maintains parking diagrams and assignments. Work also includes maintaining up-to-date inventories, records and files of tax title properties; conducting property sales and auctions as it relates to tax title properties; and preparing finalized reports and documents upon the sale of tax title properties. Work involves research and analysis of legal property descriptions, contacting and working with various County departments, public agencies, and private property owners. Incumbents work independently and work is performed under the general direction of an administrative supervisor and is reviewed through observations, conferences and reports.

### **ESSENTIAL FUNCTIONS:**

- Conducts routine negotiations related to lease amendments and extensions, and tax title properties.
- Acts as liaison between building tenants and property owners in handling and tracking property management issues such as maintenance needs and small remodels relating to leased facilities, utilizing custom software application.
- Coordinates with Real Property Specialist 2 and forestry management contractor to develop forestry management plan, prepare bids and other documents related to County's forestry management program
- Maintains up-to-date inventories, records, and files of county-owned, tax title, and leased properties.
- Conducts field assessments of tax titled properties and coordinates property cleanups when necessary.
- Performs private negotiations with individual members of the public interested in purchasing tax title properties of minimal value; prepares and processes related documents.
- Conducts research of property legal descriptions; reviews property maps and assessment records; and determines minimum bid values for tax title real property sales and auctions.
- Reviews property information with city, county, and state agencies, contacts interested parties regarding the status of tax title property, and makes recommendations on the disposition of tax title real property.
- Prepares County ordinances for authorization of sale of tax title real properties. Presents ordinances to Council as necessary. Reviews ordinances and tax title property list with Real Property Manager, County Attorney, and with other interested parties as necessary.
- Prepares for and conducts auctions of tax title properties to include determining low bid requirements for properties to be auctioned, auction date, auction site; notification of interested parties of property auction through formal mailings; set up collection of bids, cash box, and security for auction; and prepares of deeds, real estate contracts, and excise tax documents.

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## Classification Description – Pierce County

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Maintains accurate and detailed financial records of escrow accounts, and prepares data for Budget and Finance to distribute monies to appropriate fund accounts and taxing districts upon the sale of properties.
- Responds to questions regarding tax title County properties, sale of property and other related issues or complaints from the general public.
- Maintains accurate accounting of tax title fund to provide accurate data for annual distribution of tax title property sales proceeds. Coordinates with Budget and Finance Department for annual distribution of proceeds.
- Maintains database for space usage related to county-owned and leased facilities, tracking county departments' use of office, warehouse and other space, lease expiration dates.
- Handles routine parking requests; maintains and updates extensive parking lot diagrams and assignment information for County parking garage, intergovernmental parking and lease facilities parking. Monitors and oversees parking management contract.
- Monitors revenue received from parking management contract as well as monthly parking revenue as various sites. Follows up on overdue invoices and payments.
- Maintains regular and predictable attendance during regularly scheduled work hours.

#### **OTHER JOB FUNCTIONS:**

- Performs other related tasks as necessary.

#### **KNOWLEDGE, SKILL AND ABILITIES:**

- Knowledge of real property principles and practices, property transactions, legal descriptions, and real estate terminology.
- Knowledge of various County codes and ordinances, state RCW's, WAC's and other related regulations particularly related to tax title properties.
- Knowledge of real estate escrow, title processing, and property assessment and valuation.
- Knowledge of office practices, procedures and accounting techniques, and principles.
- Knowledge and understanding of the related functions within the Assessor's Office and Auditor's Office such as segregations, strike off's, forfeitures, excise tax and ULID's.
- Knowledge of property sales, auctioning, and bid processes.
- Ability to develop and maintain record, files and related reports.
- Ability to conduct research and analysis of legal descriptions, maps, deeds, and real property ownership documents.
- Ability to read, write, and understand legal descriptions, RCW's, WAC's, and other real property regulations.
- Ability to prepare legal documents such as ordinances, deeds, title transfers, escrow documents, and formal bid specifications.
- Ability to operate computer, calculator, and related equipment.
- Ability to utilize a variety of computer software applications related to office and property management.
- Ability to communicate effectively both orally and in writing and convey information in a clear and concise manner.
- Ability to maintain effective work relationships with multiple county departments, agencies, public and private officials, and the general public.

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#### **KNOWLEDGE, SKILL AND ABILITIES: (continued)**

- Ability to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

**RECRUITING REQUIREMENTS:** Two or more years of progressive responsible experience in real property management, property sales, and routine lease negotiations or related work experience dealing with property transaction. Additional education or related experience may substitute for the recruitment requirements.