CITY OF OMAHA
CLASS SPECIFICATION

CLASSIFICATION TITLE: REAL ESTATE SPECIALIST I

BARGAINING UNIT: CIV BARGAINING       CODE NUMBER: 5830
PAY RANGE CODE: 04135              REVISION DATE: 7/25/19

NATURE OF WORK:
This is a technical position involving considerable public contact in acquiring property rights needed for various infrastructure projects within the city of Omaha, including but not limited to transportation projects, sewer projects, trail projects, beautification projects, and traffic safety projects. This position involves all aspects of right-of-way and real estate related activities needed to secure property rights to accommodate the construction and maintenance of proposed public improvements. Such duties may include the appraising of property rights, negotiating, and assisting with relocation services, as needed. This position also involves research, title analyses, site inspections, interpreting construction plans, writing legal descriptions, preparing legal real estate documentation, and providing reports and other documents to the City Council, the Mayor’s office, or other entities as required. This position requires the exercise of judgment and initiative, with work performed under direct supervision.

ESSENTIAL FUNCTIONS: (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Works directly with professionals within city departments and outside city government regarding property acquisition for public projects.

Reviews appraisals, performed by appraisal consultants for content, accuracy, and clarity, and determines if optimum appraisal approaches were used.

Researches market data using established appraisal methods to determine fair market values, makes site inspections, and prepares in-house compensation estimates.

Conducts title searches, reviews, and analyzes title certificates.

Provides guidance to project engineer, or consultant on items to be included in tract drawings, legal descriptions, and Right-of-Way strip maps.

Prepares ordinances, resolutions, and internal memorandums for City Council approval.

Prepares documents necessary for negotiations of property acquisitions.
Attends and provides assistance in public meetings.

Communicates construction impacts to affected property owners or their legal representatives to explain projects, presents offers, and negotiates for the purchase of property or property rights.

Maintains and organizes files to track status of transactions throughout the acquisition process, and insures transaction methods meet federal audit standards for Right-of-Way acquisitions.

Consults with Law Department to address and resolve title issues, involving properties which are being acquired.

Consults with mortgage companies and the County Treasurer to clear and resolve property title matters.

Coordinates closing documents with closing agents as necessary to complete required real estate transactions.

Provides assistance as needed by senior colleagues and the Law Department in the preparation and presentation of exhibits needed in condemnation proceedings.

Provides testimony if required in legal proceedings.

Assists other division personnel as assigned.

Attends meetings, conferences, workshops, training sessions, and webinars to become and remain current on the principles and practices and new developments in the Right-of-Way profession.

Keeps immediate supervisor and designated colleagues fully informed concerning work progress, potential work problems, and any plausible solutions to address such problems.

Maintain regular job attendance in accordance with a schedule established for the position by the supervisor.

Perform other directly related duties consistent with the role and function of the classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state and federal laws, policies, and regulations relating to Right-of-Way acquisitions.

Knowledge of real estate concepts, appraisal valuations, and methods for both private and public acquisitions.

Knowledge of legal documents and methods of transfer, and recording of property acquisitions.
Knowledge of negotiation procedures for the acquisition of real estate as it pertains to the Right-of-Way process.

Knowledge of laws of eminent domain.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to use logical and creative thought processes to develop solutions according to written policies, procedures, and/or oral instructions.

Ability to comprehend and interpret engineering plans, technical studies, real estate laws, and zoning ordinances.

Ability to comprehend and interpret property descriptions, appraisal reports, transportation plans, sewer plans, cross-sections, topographical maps.

Ability to recognize/assess errors in narrative, graphic and pictorial information and material.

Ability to make site inspections and determine the impacts construction may have on private property.

Ability to communicate effectively and persuasively with others.

Ability to successfully negotiate property rights needed for public improvement projects, in a manner which minimize problems, issues, and potential litigation.

Ability to prepare documentation needed in the course of acquiring property, such as legal descriptions, call reports, ordinances, and resolutions.

Ability to prepare and maintain all records and files required for cost accounting and audits as required by city, state, and federal agency guidelines.

Ability to attend and coordinate public meetings.

Ability to work collaboratively and to maintain effective working relationships with colleagues, and members of the general public.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to sit from 50% to 75% of the time. to stand and walk from 25% to 50% of the time and to reach, bend, stoop, squat, kneel, lift, and type from 10% to 25% of the time.

Ability to lift up to 20 pounds from 5% to 10% of the time.
EDUCATION AND EXPERIENCE:

1. Four (4) years of experience in an industry related to the Right of Way field (i.e. realtor, real estate agent, property management, property appraisal, property title, engineering, drafting, or land surveying)

OR

2. Bachelor’s degree

OR

3. Associate’s degree

AND

Two (2) years of experience in an industry related to the Right of Way field (i.e. realtor, real estate agent, property management, property appraisal, property title, engineering, drafting, or land surveying).

SPECIAL QUALIFICATIONS

Possession of a real estate sales or broker’s license preferred.

Possession of a Notary Public Certificate or the ability to obtain a Notary Public Certificate within 120 days.

Possession of a valid driver’s license.

Must be able to transport oneself or coordinate transportation to job sites throughout the City during the course of the work day and during off hours.

Obtain an International Right of Way Association (IRWA) membership within 6 months.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed primarily in an office setting. however, at times an employee in this classification works outdoors in all weather conditions.

Work environment may also include working near loud moving mechanical machinery, electrical currents, outdoor natural elements, exposure to fumes, odors, dust, animals and traffic.
EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone  
Computer  
Copier/Scanner/Printer  
Camera  
Calculator  
Tape Measure  
Engineer Scale

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