CLASSIFICATION TITLE: REAL ESTATE SPECIALIST II

BARGAINING UNIT: CMPTEC  
CODE NUMBER:  1330

PAY RANGE CODE: 15.2 MC  
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 assists with relocation services, as needed. Serves as a project lead and provides oversight and guidance for work performed by others in the Right-of-Way Division. Independently performs all the work of a Real Estate Specialist I with increasing complexity and a higher degree of skill, ability, and experience associated with the work. An employee in this classification exercises considerable independent judgment and initiative.

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 other professionals within city departments and outside city government regarding property acquisition for public projects.

Prepares Right-of-Way cost estimates which include property rights acquired, title certificates, appraisal & review appraisals, Right-of-Way consulting fees, relocation expenses, all contractor bids, demolition costs, and condemnation costs for project budgeting.

Solicits bids from independent appraisers, title companies, and general contractors.

Reviews appraisals performed by 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 value, make site inspections, and prepare 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 negotiation of property acquisitions.

Attends and provides assistance in public meetings.

Communicates construction impacts to property owners or their legal representatives.

Maintains and organizes files to track progress of transactions through the acquisition process.

Prepares reimbursement reports for federal funding agencies.

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.

Provides assistance to Law Department in the preparation of documents, filings, and notices necessary for eminent domain proceedings.

Coordinates presentations or exhibits needed in condemnation hearings.

Provides testimony if required in legal proceedings.

Coordinates for the deposit of County Court awards.

Assists in the training of division personnel; assists other division personnel as assigned.

Attends meetings, conferences, workshops, training sessions, and webinars to become and remain current on the trends 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.

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

Performs other related duties as assigned or as the situation dictates within the scope of this classification.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of city, 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, methods of transfer, and recording of property acquisitions.

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 specifications and/or oral instructions.

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

Ability to train others in city policies, best practices and procedures for Right-of-Way acquisitions.

Ability to research, review, and analyze titles.

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

Ability to recognize and assess data gathered by interviews and conversations.

Ability to make site inspections to determine the impact 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, resolutions, and condemnation petitions.

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. Five (5) 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

AND

One (1) 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

3. Associate’s degree

AND

Three (3) 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.

Member of International Right of Way Association. Possession of an IRWA designation from the International Right of Way Association is desired.

**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

Revision Date: 8/26/93