



**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
REAL PROPERTY SPECIALIST  
Public Works Department**

**Pay Grade: 69 Pay Range: Half-time 20 hrs/week \$24,991 - \$34,985  
FLSA Status: Exempt**

**New employees usually start at beginning level of pay range.**

**Candidate of choice must pass pre-employment drug test and criminal background check.**

**Qualifications:** The equivalent of a Bachelor's degree in Real Estate, Public Administration or closely related field or any combination of training, education, and experience equivalent to graduation from an accredited college or university with course work in Land Management, Business Administration, Real Estate Appraisal, or a degree related to the core functions of the position. Four years experience with public sector right-of-way acquisition, escrow and title work, legal descriptions, real property asset management, real property appraisal and review, construction plans, real property dedication and abandonment, and eminent domain process are required.

**Tasks:**

Under administrative supervision negotiates complex right-of-way and real estate transactions, including acquisition of rights-of-way, utility easements, and temporary construction easements from commercial, industrial, agricultural, and residential properties; draft and analyze real estate documents, including purchase and sale agreements, leases, legal descriptions, escrow documents, ALTA surveys, environmental reports, and title documents; maintains City real property asset records and implements actions consistent with management direction. Participate in the development of the land / right-of-way work plan; schedule, research and prioritize City real property and right-of-way projects; monitor work flow; manage surveyors and real estate consultants working on City projects; review and process right-of-way abandonments, right-of-way dedications, easements, license agreements, right-of-way encroachments/agreements, acquisition, appraisals, and plats. Work with project managers and engineers to resolve owner issues regarding property impacts (such as site solutions) due to the City's project. Administer the procedures required for the acquisition of property by eminent domain. Attend City Council meetings for special project coordination or public hearings. Complete right-of-way certification for projects completed.

**Knowledge, Skills, and Other Characteristics:**

**Knowledge of:** State Statutes, City Charter and Codes, zoning, CIP projects, real estate development, and open space; the City's governmental organization, policies and procedures preferred; possession of a valid driver's license at the time of application; possession of, or ability to obtain within three years, a Senior Right-of-Way Agent (SRWA) Certification from the International Right-of-Way Association (IRWA).

**Skill in:** preparing complex contracts, and maintaining accurate records, reports, and files; written expression, business correspondence and communication; handling and prioritizing multiple projects; establishing and maintaining effective working relationships with elected officials, department heads, employees and their representatives, business and professional groups and the general public;

**Physical and Visual Ability:** sufficient to effectively and safely perform required duties and to safely operate required office equipment and city vehicle as needed. Work in a stationary position for considerable periods of time; attend meetings; operate computers, calculators and other office machines using repetitive hand/eye movement; considerable reading and close vision work.

**Hearing and Speaking Ability:** sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders which would interfere with performance of duties as described.

**Deadline: Applications must be received by August 8, 2012**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1284 (928) 777-1347 800-748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

**Email:** [HR@prescott-az.gov](mailto:HR@prescott-az.gov) **Visit our website at** [www.cityofprescott.net](http://www.cityofprescott.net)

EEO/M/F/V/H/D/NSE Posted: July 25, 2012

Mark Nietupski \_\_\_\_\_  
Public Works Director

Mary Jacobsen \_\_\_\_\_  
Human Resources Director

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.