



MARIN MUNICIPAL WATER DISTRICT

Real Property Agent

DEFINITION

Under direct supervision, performs a wide variety of increasingly responsible and complex work involved in deciding ownership and the valuation of property, securing property deeds, easements and access rights for District use. The Agent would participate in the process of the sale of surplus property. The Agent may also act as the District's liaison in the coordination with other agencies and/or the public in the acquisition of property easements or rights-of-way. Agent may perform engineering related or other supplemental support work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, single-position classification which performs a full range of right-of-way work, under the general direction of a supervising engineer. This classification coordinates directly with the General Manager and General Counsel regarding property related matters, such as easement and property acquisition or the sale of District surplus property.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Maintains a data base of the District's deeds and leases;
- interprets the District's property records;
- prepares and makes presentations before the District's Board of Directors various committees and other interested groups concerning real property issues;
- may act as the District's liaison with the land owners, other concerned citizens, title companies or appraisers regarding property issues;
- participates in or personally conducts negotiations for the acquisition or sale of District property and easements;
- gathers and analyzes data relating to property ownership, maps, change of title which includes the preliminary reports, appraisal reports, and related documents;
- prepares and amends documents for land and easement acquisition or sale; processes deeds with the County Recorder;
- acting as the District's liaison with the County's Elections Office, prepares, maintains and certifies maps and other documents of the District's Board division boundaries;
- works closely with other District staff regarding property issues;
- prepares clear and concise records, committee and staff reports and correspondence relating to property and right-of-way issues;
- provides field information for construction projects;
- prepares deeds for approval and recording;
- prepares, verifies, and records information in the field;
- prepares sketches, field notes, and maps;
- ensures that safe working conditions are being maintained;
- performs related work as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Real estate title work and the sources to use to check ownership and legal property descriptions;
- the forms, terminology and procedures used in recording deeds and in obtaining dedications of land;
- laws, regulations and procedures pertaining to the acquisition, disposal, and leasing of public lands and the acquisition and termination of easements and access rights;
- appraisal and engineering practices and terminology used in land survey and rights-of-way work;
- the use of algebra and trigonometry in making land use calculations;
- proper spelling, grammar, punctuation in the writing of reports and business correspondence;
- principles, techniques, and instruments used in surveying and drafting work;
- construction practices.

Ability to:

- Establish and maintain an effective working relationship with and to secure the cooperation of the public and co-workers;
- performs analytical work carefully and accurately;
- read and interpret maps, blueprints, plans and real property descriptions;
- speak and write effectively and to prepare clear and concise committee and Board reports;
- maintain clear and concise records;
- understand and carry out written and oral instructions;
- depending upon assignment, drive a vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Course work in Real Property Appraisal or Engineering Technology and two years of experience performing appraisals, land acquisition, disposal and leasing of public lands.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Depending on assignment, possession of or the ability to obtain an appropriate California Driver's License issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized

instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. Depending on job assignment, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: February 1999
Revised: October 2008
Approved by: Human Resources Manager