



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 846.1

Job Title: **ASSISTANT REAL ESTATE ANALYST**

Pay Grade: 17

GENERAL SUMMARY:

Performs various functions in negotiating either the sale and/or abandonment of city land interests or acquisitions of land and property rights for public improvement projects by purchase, gift, condemnation or dedication. Transactions often involve the sale or acquisition of one property, and sometimes involve the sale or acquisitions of a few properties.

RESPONSIBILITIES:

- Investigates properties to be sold, abandoned, exchanged or transferred.
- Negotiates acquisitions/sales with property owners and/or petitioners, the public and city departments by means of personal visits, telephone contacts and correspondence.
- Verifies accuracy of information received on properties; locates owners/heirs/interested parties; reviews title reports and coordinates clearing titles as required.
- Identifies properties and conducts on –site inspections.
- Coordinates efforts with appropriate city departments.
- Prepares and submits packages for Council, the Mayor and the Joint Referral Committee review.
- Review appraisals, recommended values, affected improvements, related maps, field notes and surveys. Acquires maps and map revision when necessary.
- Compiles daily project and parcel activity reports.
- Performs title curative functions, i.e. prepares and obtains partial releases, resolutions, ordinances, and any other documents necessary to clear titles.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Real Estate, Business Administration or a related field.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

One year of professional experience in real estate or a closely related field is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and takes where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

None

Indirect Supervision:

None

CONTACTS:

Internal Contacts:

Level of internal contacts is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors, mid-level representatives of governmental agencies, guests, vendors, and professional contact with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problem.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemical and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Real Estate Analyst

Real Estate Analyst

Senior Real Estate Analyst

Assistant Real Estate Manager

Real Estate Manager

Right-of-Way Appraiser

Senior Right-of-Way Appraiser

Effective: January 26, 2008