



Job Title	Real Estate Specialist I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	16031

Class Specification – Real Estate Specialist I

Summary Statement:

The purpose of this position is to perform entry-level duties in support of the City's real estate program including easement vacations, easement encroachments, developer initiated easement acquisitions, and development of agreements, contracts, deeds and easement documents; to conduct and interpret title and property research, surveys, and property descriptions for projects affecting City real property.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Real Estate Specialist series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time %
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

55%

Responsible for the acquisition of developer-initiated City easements, Easement Encroachments, and the disposition of City Easements in support of the development community, citizens and the City's Economic Development projects. These processes entail meeting, directing, and coordinating with developers, property owners, engineers, land surveyors, attorneys, architects, other public utility companies and City cable franchises in conjunction with internal project managers and City staff. Analyzes property legal descriptions and depictions, easement agreements, land plats, utility and site plans, surveys, development plans and deeds in support of the City's and Colorado Springs Utilities real estate needs. Utilizes GIS programs and relevant government databases to assure accuracy. Responsible for working with the City Attorney's Office and Title Companies to assure that documentation pertaining to the creation of business entities, title work, and vesting deeds are in order so that all legal and real estate documents are correct and complete for submittal, execution and



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	<p>recording. Acts as an intermediary between Requestors, other public utility companies and project managers both, City and Colorado Springs Utilities, to complete projects. Prepares legal documents such as deeds, easements, statements of authority, letters and communications in compliance with the Real Estate Services Manual, standard real estate principles, City Charter, City Code, City policies, procure binding legal signatories from property owners; collect applicable fees; submit executed documents for electronic recording.</p>
20%	<p>Works as part of the City Planning review team to analyze and research aspects of proposed City re/plats, and provide critical critique to developers, surveyors, engineers and other consultants to protect City property interests and ensure proper legal dedication. Assure compliance with the City Charter and City Code and submits comments to and works with the Planner in charge of the project.</p>
15%	<p>Tracks and maintains the official list of the City's real estate records and prepares statistical reports of staff time and projects, via Microsoft Access and Excel programs and outside databases in order to accurately distribute this information to the City Auditor's office, City Accounting, Risk Management, SWENT; and Colorado Springs Utilities to reduce the City's liability and protect the City's property interests.</p>
10%	<p>Budget analysis, track and monitor budget expenditures and assist with preparation of such; process all vendor and internal billing invoices and journal entries; ensure property accounting practices; Track department's receipt of W-2 forms, and process electronic 1099 forms for property owners and IRS in compliance with IRS regulations; prepare tax forms of such to property owners.</p>

<p>Competencies Required:</p>
<p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Providing direction and elements of persuasion may be necessary to facilitate cooperation and acceptance of ideas.</p>
<p>Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a technical field: Work requires a comprehensive practical knowledge of a technical field with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: One year of full-time professional experience in all aspects of government real property interest transactions.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Limited Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Daily
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Telephone, fax, copier, calculator, computer, scanner, printer, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Outlook, Access, Excel, PowerPoint, SimpliFile, and government Web-based research tools.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2016