

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



## Assistant Real Property Agent

Open and Promotional

Job #23-DE3-01

Supplemental Questionnaire Required

Salary: \$6,271 – 7,925 / Month

Closing Date: April 3, 2023

**THE JOB:** Under direction, to perform real property appraisals, negotiations, acquisitions, property management and disposition, relocation, lease negotiations, and other functions to acquire and manage real property and rights of way; and to do other work as required. Assistant Real Property Agent is the entry and first working level in this class series. Positions in this class perform the full range of duties under closer supervision than the next higher class of Real Property Agent. Incumbents are eligible to promote to Real Property Agent after completing courses in Real Estate Appraisal, Real Estate Economics and Real Estate Law. Additionally, incumbents must gain experience in all of the following areas prior to promotion: property appraisal, property management and property acquisition. Normally, incumbents would require two years to complete the course work and gain the required experience. **The list established from this recruitment will be used to fill current and future vacancies for full-time, part-time, substitute, and extra-help temporary positions during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four-year college or university with a degree in business administration, real estate, civil engineering, or a related field, and one year of professional or closely related technical experience. (Additional qualifying experience in appraisals and negotiations of real property may be substituted for the required education on a year-for-year basis.)

### **SPECIAL REQUIREMENTS, CONDITIONS:**

**License Requirement:** Possess and maintain a valid California class C driver license.

**Knowledge:** Some knowledge of the principles of real property management and appraisal techniques, legal description of real property and general engineering terms and symbols, the laws, legal documents and procedures for appraising and acquiring real property.

**Ability to:** Conduct negotiations in a persuasive manner; interpret maps, engineering plans and legal documents pertaining to property; learn to perform difficult appraisals; establish and maintain cooperative relationships with others; collect and analyze data, develop and administer plans; interpret, explain, apply and enforce applicable laws, rules and regulations; formulate, evaluate and make recommendations on real property acquisitions; prepare and present effective oral and written presentations; learn to access, input and analyze data using a computer.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees

## **ASSISTANT REAL PROPERTY AGENT - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**Answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Please list any relevant professional training, coursework, or certifications you have completed. Include the dates of your training and where you received your training.
2. Describe your experience (if any) working on a federal or state funded project related to the following areas:
  - a) Appraisals
  - b) Title Research
  - c) Acquisition of real property
  - d) Right of Way Certification process
3. Describe in detail the scope and level of your experience in one or more of the following areas:  
Please be specific about the length of your experience and your role in each of the topics listed.
  - a) Acquisition
  - b) Appraisal
  - c) Lease negotiations
  - d) Property Management
  - e) Asset Management

**Note: The provisions of this bulletin do not constitute an expressed or implied contract.**

**An Equal Opportunity Employer**

**County of Santa Cruz**  
**[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)**

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