



The County of San Bernardino
invites application for the position of

Real Property Agent III- Leasing and Acquisition

Job Number: 21-18024LA-01

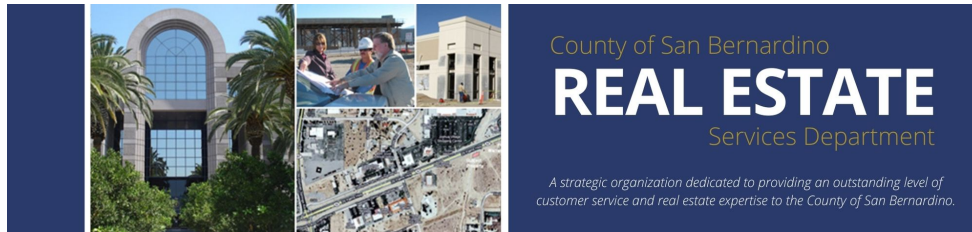
SALARY

\$31.70 - \$43.68 Hourly \$5,494.67 - \$7,571.20 Monthly \$65,936.00 - \$90,854.40 Annually

APPLY BY: 04/23/21 11:59 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



Department of Real Estate Services Department seeks candidates with complex level real property experience, committed to exceptional customer service and the ability to deliver projects in a timely and cost-effective manner.





Real Property Agent III is a specialized position which manages complex, specialized and sensitive property activities for public projects with the ability to deliver projects in a timely and cost effective manner while maintaining customer-centric service. While the department seeks individuals with overarching field experience, the incumbents primary workload will be focused on leasing and acquisition. This position may act in a lead capacity, providing training and technical direction to other real property agents engaged in leasing, property management, appraisals, acquisitions, sales, and relocation assistance.

EXAMPLE OF DUTIES

- Analyzes contract terms, interpreting appraisals, engineering plans, maps, title reports, and legal documents
- Prepares Requests for Proposals and processes contracts for independent contractors hired to provide professional services
- Negotiate for leased facilities to house County employees who provide services throughout the County. Negotiate leases for County-owned property and leasing administration and property management duties
- Monitoring improvements to conform with lease agreements and resolving issues and landlord/tenant disputes
- Prepares reports, studies, budget proposals and other analytical studies pertaining to real property acquisition and disposition for public projects
- Identifies, manages, and resolves problems related to the relocation of residential and business properties in adherence to the principles of eminent domain as required by County public projects
- Negotiates for the acquisition of a variety of property types: commercial, residential, vacant land, encumbered land (easements for conservation, flood control, and/or road right of way)

Official Title: Real Property Agent III - For more detailed information, refer to the [Real Property Agent III](#) job description.

This position offers lucrative County benefits! Click the image below to learn more about the County of San Bernardino's competitive offerings.

EXCELLENT BENEFITS PACKAGE!			
			
Health Benefits	Paid Time Off	Retirement	Additional Benefits
<ul style="list-style-type: none"> • Medical and Dental: family coverage • Generous premium subsidies • Employer paid vision coverage • Flexible Spending Account: pre-tax account for qualified healthcare expenses 	<ul style="list-style-type: none"> • Up to 4 weeks accruable vacation • 11 days accruable sick leave • 13 paid holidays • 1 floating holiday • 16 hours Perfect Attendance Leave (PAL) 	<ul style="list-style-type: none"> • Generous Pension • 457(b) with .5-for-1 County match up to .5% of salary after 1 year • Retirement Medical Trust Fund – County contribution • Retirement Reciprocity may be available 	<ul style="list-style-type: none"> • 9/80 Work Schedule • Dependent Care Assistance Plan • County-paid Life Insurance • Short Term Disability • Employee Discounts • Commuter Services

THE REAL ESTATE SERVICES DEPARTMENT

The Real Estate Services Department (RESO) is a multi-disciplined department of professionals providing the County of San Bernardino and Board Governed entities with comprehensive real estate services. With a highly skilled staff, RESO has established a strong reputation among its clients for providing exceptional technical expertise, administrative services and client responsiveness.

[Learn more about Real Estate Services Department and their exceptional services.](#)

CONDITIONS OF EMPLOYMENT

Background Check: Applicant must successfully pass a background check, which includes fingerprinting. The incumbent must also pass a job-related physical exam, including a drug screening.

Travel: Incumbents may be required to travel throughout the County. A valid California Class C driver license is required at time of appointment and must be maintained; employees in this class may be required to use personal vehicles and show proof of automobile liability insurance.

MINIMUM REQUIREMENTS

Experience: Five (5) years of professional full-time equivalent real estate experience negotiating real property leasing, acquisition, and disposition. *Previous experience acquiring right-of-way for a public agency and possession of the Senior Right of Way (SR/WA) designation from the International Right of Way Association is preferred.*

-- AND --

Education: Thirty (30) semester (45 quarter) units of completed college coursework, half of which must be upper division, in real estate, public/business administration, economics, or other closely related field.

Substitution: *An additional year of qualifying full-time equivalent experience may substitute for the required education.*

DESIRED QUALIFICATIONS

The ideal candidate will have knowledge and experience in negotiating and acquiring real property for public purposes, including public projects adhering to eminent domain.

A Bachelor's degree in real estate, public/business administration, or other closely related field is desired, as well as possession of the Senior Right of Way (SR/WA) designation from the International Right of Way Association.

SELECTION PROCESS

Application Procedure: Please complete and submit the online employment application and supplemental questionnaire. **Applications will be accepted until Friday, April 9,**

2021. Interested applicants are encouraged to apply as soon as possible, as this recruitment may close at any time.

There will be a **competitive evaluation** of qualifications based on the information provided in your Application and the Supplemental Questionnaire; resumes **will not** be reviewed. The most highly qualified candidates, based on the evaluation results, may be referred for interview.

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 3/27/21 KD

Real Property Agent III- Leasing and Acquisition Supplemental Questionnaire

- * 1. **Instructions:** The following questions will be used to help determine if you meet the minimum qualifications for the position. Your responses will also provide a basis for a **Competitive Evaluation** that will determine your placement on the eligible list. Please ensure that any experience indicated in your responses is clearly detailed in the employment history section of your application.
 - ☐ I understand.
- * 2. **Education:** Indicate the option under which you qualify for this position.
 - ☐ I possess a Bachelor's degree or higher in real estate, public/business administration, economics, or other closely related field.
 - ☐ I possess an Associate's degree in real estate, public/business administration, economics, or other closely related field.
 - ☐ I possess at least 30 semester (45 quarter) units of college-level coursework in real estate, public/business administration, economics, or other closely related field. A list of my coursework has been attached to the application or emailed to employment@hr.sbcounty.gov for attachment.
 - ☐ I am requesting my additional one year of qualifying experience be considered as a substitute for the education requirement.
 - ☐ None of the above
- * 3. **Credentials:** Select the credentials you hold.
 - ☐ Right of Way Agent Certification (RWA)
 - ☐ Right of Way Professional Certification (RWP)
 - ☐ Certified General Real Property Appraiser
 - ☐ Senior Right of Way Professional Designation (SR/WA)
 - ☐ MAI Membership Designation
 - ☐ Other
 - ☐ None of the above
- * 4. **Minimum Experience:** Briefly describe the qualifying real estate experience you possess in the following areas: negotiating real property leasing, acquisition, and disposition. *If you do not possess experience in an area, please list it followed by "N/A", as applicable.*
- * 5. **Negotiating:** Describe your experience negotiating the purchase or sale of real property negotiating revenue and/or expenditure leases for a public agency. Include the typical

dollar amounts you have negotiated, as well as any complex or unique negotiations, transactions, or properties. *If none, indicate "N/A".*

- * 6. **Processes:** Describe your experience managing escrow transactions, entitlement process, due diligence process for the purchase and sale of real property. *If none, indicate "N/A".*
- * 7. **Leadership:** Describe your experience as a lead/mentor to other agents. Describe the techniques and approach used in this role. Include the job title and number of agents supported. *If none, indicate "N/A".*
- * 8. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

☐ I acknowledge that I have read, understood, and agree to the above.

- * 9. **** ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

☐ I understand.

- * 10. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

☐ I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

- * Required Question