

CLASS TITLE: PHYSICAL DEVELOPMENT AGENT

PURPOSE OF CLASSIFICATION: Under general direction performs professional work in the acquisition and disposition of real estate, residential financing, commercial and residential relocation, management of capital assets and other related assigned duties.

ESSENTIAL TASKS:

- Negotiates loans, acquisition, relocation, disposition or performs financial functions on real estate ensuring compliance with City, state and federal regulations
- Meets with potential buyers, sellers, borrowers and displacees to receive and present financial information and determine eligibility
- Performs various types of research utilizing court records and other official documents
- Determines and verifies accuracy of legal descriptions
- Prepares closing documents and related forms
- Prepares correspondence and maintains records, files and other related documents
- Inspects property and reviews appraisals
- Provides technical assistance to individuals, groups and agencies
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual sections.

Housing:

- Reviews and interprets credit history and other information necessary to determine eligibility
- Prepares maps and graphics for display
- Coordinates acquisition of county tax sale properties

Acquisition & Relocation:

- Assists displaced property owners to find comparable property
- Markets properties available for sale
- Purchases residential and commercial real estate
- Monitors title clearance process

Planning & Asset Management:

- Creates and maintains current inventories of capital assets, assessments and leases
- Markets properties available for sale

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business administration, psychology, sociology or other related field; and three (3) years experience in real estate, real property law or lending; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the laws and regulations governing the acquisition and sale of real estate by a public agency; good knowledge of legal descriptions, mapping and courthouse records; good knowledge of the techniques used to appraise real estate; good knowledge of programs available to displaced people; and good knowledge of database, wordprocessing and spreadsheet software applications. Ability to communicate effectively both verbally and in writing; ability to make mathematical calculations; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; occasional

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pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various locations for property inspections and appraisals.

Class Code: 3521

EEO Code: N-02

Pay Code: AT-28

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: May 8, 2003