

City of Dallas
Classification Specification

Title:	Senior Real Estate Specialist	Class Code:	30307
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides experienced real estate expertise involved in acquisition and leasing of real property. Prepares and executes complicated or costly transactions of real property.

Essential Functions:

1. Appraises real estate parcels under consideration for purchase by the City to determine fair market value.
2. Testifies before top City officials, legal hearings, and other high level proceedings to represent the interests of the City.
3. Coordinates all departmental actions related to condemnation proceedings to ensure compliance with City, legal, and regulatory guidelines.
4. Completes complex and complicated acquisition projects involving land, houses or right-of-way to ensure that these real estate transactions are completed in compliance with all legal requirements and averting any liability on the part of the City.
5. Updates and maintains a large database of the status of complex real estate projects and internal proceedings.
6. Prepares complex reports for presentation to top City officials, Council Members, and representatives of outside agencies.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of real estate appraisal, acquisition, leasing, condemnation, and licensure.

Knowledge of the rules and guidelines relating to eminent domain and property condemnation.

Ability to complete complex, multi-faceted work assignments including the coordination of staff and representatives of outside agencies.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Must have a valid Texas class "C" driver's license.

Must have a Texas real estate license.

Working Conditions and Hazards:

Incumbent works in an office, automobile, and in the field.

Subject to traffic hazards, dangerous decrepit buildings, hostile persons, and inclement weather or extreme temperatures.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.