



CLASSIFICATION NO. 451

Established: 1/04

Revised: 4/17

FLSA: Non-Exempt

EEO: 5

PROPERTY AGENT SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to develop, plan, coordinate, and evaluate a portfolio of tax-foreclosed and other surplus County real and/or personal property assets; to maintain, minimize risk, avoid loss, and improve the value of surplus County real and/or personal property; to conduct field inspections; to lead, plan and coordinate the promotion and conduct of public auction or other sales of properties; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Property Disposition Section within the Business and Community Services Department is directed to manage tax-foreclosed properties to secure the Highest Permanent Value (HPV) benefitting the citizens of Clackamas County. HPV is defined as managing, administering and dispersing of tax-foreclosed and surplus real property assets in a timely and cost effective manner that can provide a full-range of social, economic and environmental benefits for the people of Clackamas County, including returning County surplus properties to the tax rolls or transferring property to other governmental entities that will provide a public benefit.

The Property Agent Specialist is responsible for creating a property strategy recommendation for each asset, including disposal method, and determines risk and liabilities associated with holding properties. Incumbents research property maps, deeds, and title reports, market surplus properties through public auctions and private sales, oversee the transfer of real property, easements and leases to other parties, administer property contracts and responds to inquiries from the public regarding properties. Incumbents also conduct field inspections of properties and develop professional relationships with other county departments, government agencies, and service providers as needed to sell or dispose of surplus properties.

The Property Agent Specialist differs from the Property Appraiser classification series which inspects, classifies and determines market value appraisals of property for value assessment purposes.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews the listing of real property set for property tax foreclosure proceedings; researches properties and obtains property information necessary for foreclosure; collects information from other governmental agencies with jurisdiction on properties.
2. Conducts inspections of properties, including site visits; determines possible liabilities and mitigation steps necessary to proceed with disposal of property; determines availability for sale and appropriate sale methods; supervises the preparation, coordination and conduct of

public sales of properties with the Sheriff's Office and County Counsel; advertises and promotes properties available for sale.

3. Researches County Assessor and other public records to identify property ownership and determine property rights; orders title reports when required; examines and reconciles title reports for accuracy of the vesting and legal descriptions of properties, and any conflicting issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances; processes release of surplus rights-of-way; requests appraisal reports from independent appraisers to determine the value of easements or real property.
4. As a project manager, may oversee projects for other divisions, such as forestry or NCPRD, to include market plans, land use, maps, and land applications; or discrete projects such as ordering boundary surveys and hazardous waste cleanup by scheduling, assigning and directing processes performed by support or other technical staff; reviews work products; prepares cost estimates, monitors and maintains records on the financial status and progress of work to ensure projects are completed on schedule and meet local, state or federal standards.
5. Receives public inquiries regarding County property from citizens, investors and speculators; explains State and County procedures involved in the sale of properties; assists the County Procurement Department with the preparation of bid specifications; reviews and recommends award selections from submitted materials; monitors bid process for compliance with State statutes and contract specifications.
6. Oversees the development and maintenance of record keeping systems and other administrative support processes for the Property Disposition section; ensures the coordination and maintenance of documents such as property lists, contracts, leases and mailing lists; prepares documents involved in the transfer of real and personal property, easements and leases, including legal descriptions, conveyance documents, maps, ordinances and engineers' reports.
7. Develops, monitors, and coordinates the annual budget for the Property Disposition Section, including the Tax Title Land Fund.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Laws, rules, policies and practices regarding tax foreclosure and public auctions; principles and practices of property appraisal; the application of depreciated replacement cost, capitalized income and a variety of market data comparison methods and techniques; real estate and condemnation law; appraisal theory, technique zoning and building codes; real estate title research and transfer transactions; landlord /tenant laws; property maintenance and construction principles; purchasing and contracting processes and requirements; Department of Environmental Quality regulations and processes.

Skill to: Interpret and apply statutes, ordinances and County policies and procedures; read and understand maps, legal descriptions, profiles and other technical data related to property; coordinate the work of and provide training for professional, technical and support staff; compose correspondence requiring initiative and judgment; conduct independent research; establish and maintain effective working relationships with County employees and officials, service providers, other governmental agencies, citizen groups and the public; communicate effectively, both orally and in writing; operate computer hardware and software.

WORKING CONDITIONS

Occasional duties in the field require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.