

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Relocation/Real Estate Title Specialist	CLASS. CODE: 0171
DEPARTMENT:	Community Development	FLSA: N
REPORTS TO:	Real Estate Supervisor	REVISED: 1//2/2003

Job Summary:

This is technical and professional work in all phases of relocation, property management and clearing of real property titles in conjunction with closing of acquisitions for public works, urban renewal and parks projects within the Salem area.

Work involves independent responsibility for performing relocation assignments for both business and residential owners, as well as property management functions and the responsibility for the timely closing of real estate transactions to meet project deadlines. Work is conducted under general supervision, but necessitates a professional who can work as an integral member of a team, research and track a variety of detailed information, and make recommendations and decisions which have significant impacts. Work involves heavy public contact and requires public relations, relocation and property management expertise. Work and materials are often highly sensitive or confidential. This is not a full supervisory classification, however the work of this classification includes the responsibility for training others in the work or providing work direction to others.

Essential Job Functions

(All functions may not be performed by all incumbents.)

CLEARING TITLE AND CLOSING

1. Review deed and easement documents for accuracy before sending to escrow; resolve any discrepancies before sending to the title company
2. Determine if the transaction can be closed in-house or with a title company.
3. Prepare and package documents to send to the title company to open escrow for closing of transaction.
4. Review preliminary title reports and closing documents from title company for accuracy; request that certain exceptions/encumbrances be released to ensure City has clear title to right-of-way.-
5. Route title company documents to appropriate department and then to City's legal department for approval
6. Disburse consideration and closing costs to title company.
7. Prepare closed transactions, ensuring all documents and title policies have been received for records retention with City Recorder's office.
8. Maintain log of all open transactions.
9. Resolve discrepancies that would prohibit closing; work with property owner and escrow agent to clear property titles.
10. If property or easement cannot be acquired through negotiation, prepare file for condemnation and send to legal department; work closely with legal during this process until a final judgment is issued to the City.

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RELOCATION

1. Interview and assist owners and tenants being displaced by public action.
2. Interpret federal and state regulations pertaining to the Uniform Relocation Assistance and Real Property Acquisition Policy's Act of 1970 (Public PL 91-646) as amended.
3. Provide orderly relocation assistance to those being displaced by governmental action and advise others who are involved in programs.
4. Monitor displacement costs and determine method of qualification for moving/reestablishment claims.
5. Verify relocation information and secure the necessary data to establish eligibility for claimants moving expenses and other relocation benefits.
6. Determine eligibility for and amount of relocation benefits.
7. Prepare closing documents and all documents pertinent to relocation; explain terms and conditions of relocation, disburse payments from escrow accounts.
8. Prepare timely notices, and other appropriate documentation; maintains accurate files of all real estate transactions in escrow and all relocation activities according to federal and state requirements.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Experience in relocation counseling, escrow processing and title procedures, and real property management and encumbrances; graduation from a two-year college or technical school with training in real estate, real estate law, or real estate appraisal principles; or any equivalent combination of experience and training that provides the knowledge and abilities noted below.

License(s) and Certification(s):

- Oregon Class C Drivers License

KNOWLEDGE AND ABILITIES:

Considerable knowledge of:

- The Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.
- Regulations promulgated by various federal agencies implementing the Uniform Act and other regulations related to effective delivery of relocation services.
- Property management and encumbrances methods, functions, and responsibilities.

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- Real estate procedures and practices, preliminary title reports, property encumbrances, methods of release, and appraisal practices

Knowledge of:

- Legal documents associated with real estate and property management industries.

Considerable ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Negotiate transactions and obtain agreement under adverse circumstances.
- Establish and maintain effective working relationships with City employees, public and private officials, and the public.
- Manage multiple priorities and view technical documents for accuracy.
- Discern impact to all effected parties of trust deeds, preliminary title reports, and other related documents.
- Interpret the Uniform Relocation Assistance and Real Property Acquisition Policy Act

Ability to:

- Use computers and various software packages.
- Work independently and make decisions with minimal supervision.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, listen, and speak for extended periods.
- Stand frequently for extended periods.
- Bend and kneel.
- Drive motor vehicles.
- Working alone and late hours.
- Lift up to 50 pounds.

Work is performed in office and field settings. Office setting includes participation in various meetings, review of technical detail in documents, sitting, changing priorities and deadlines, working with individuals who may be upset, working with background noise and interruptions while concentrating sufficiently to analyze technical information and draw conclusions. Field setting includes entering private homes which may be in various states of disrepair, and traveling to and from office and field locations.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.