

RIGHT-OF-WAY SPECIALIST

NATURE OF WORK

This is technical work involving research, written composition and clerical duties relative to activities of real estate acquisition, records management and housing rehabilitation programs.

Work involves responsibility for researching records for ownership titles, liens, composing documents related to the acquisition and administration of property acquired including contracts and purchase agreements, compiling individual tract files and assisting in records compliance and maintenance activities. Work also involves preparing legal documents related to real estate purchases and housing rehabilitation programs. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, completeness of records and compliance with departmental guidelines.

EXAMPLES OF WORK PERFORMED

Answers or directs public inquiries about housing rehabilitation programs and real estate acquisitions, sales or relocation programs.

Prepares legal documents related to real estate purchases, sales and loan financing including, but not limited to Warranty Deed, Trustee's Deed, Purchase Agreement, Deed of Trust, Promissory Note, Subordination Agreement, Deed of Reconveyance, Program Agreement, Directorial Order and Executive Order.

Prepares and compiles individual tract files which include title searches, appraisal, appraisal review, original acquisition documents, owner's copies and other required materials of property sought/acquired; confirms completeness of files prior to submission for negotiation; prepares housing rehabilitation loan program files.

Assists department staff in Real Estate and Housing Rehabilitation in maintaining departmental records and performing related record maintenance tasks.

Works with the general public and employees from other City and County departments in relation to real estate and housing rehabilitation programs.

Reviews housing loan applications and determines income eligibility, requesting additional information as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public recording systems related to property purchase, taxation and ownership.

Knowledge of record maintenance methods and techniques.

Knowledge of the principles and practices of consumer credit financing, equity financing, land contracts and other current methods of financing real estate and construction.

Knowledge of local lending and credit sources, both public and private.

Ability to read and interpret real estate documents, abstracts and related property interest documents.

Ability to read construction plans and related maps.

Ability to operate standard office equipment including computer, calculator and photocopier.

Ability to comprehend and understand legal descriptions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with individuals from other governmental agencies, other departments, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by coursework in real estate, engineering or drafting and experience in the sale and/or acquisition of real estate.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent and some experience in the sale and/or acquisition of real estate, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

May be required to possess a valid Nebraska Real Estate License or Abstractor's License within six months of hire.

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.