



PROPERTY SPECIALIST JOB DESCRIPTION

Job Title: **Property Specialist**

Job Code: **PM102**

Pay Grade: **116**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **August 2023**

NATURE OF WORK

Under general supervision, researches property for acquisition projects, and processes permits and technical documents in compliance with County policies and procedures.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Researches and reviews property records as assigned to determine property rights, specifications, technical details, and ownership.
- Processes a variety of permits and technical documents in compliance with State and Federal regulations, and County policies and procedures.
- Responds to public inquiries and complaints; assists citizens with property research and permit applications; resolves issues within scope of authority.
- Maintains document files and computer records, including Geographic Information System (GIS) database; verifies the accuracy of files and other legal documents as a matter of public record in accordance with State law.
- Provides referral to supervisor when problems occur which are beyond the skills of the specialist; tracks issues through to successful resolution.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; work involves light physical demands and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the entry level classification in the Property Specialist job series; incumbents typically have little or no directly related experience.

EMPLOYMENT STANDARDS:

Associate's Degree in Engineering, Business or Public Administration, or a closely related field.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles of real estate acquisition and land title law.
- Revised Code of Washington, Federal statutes, and County codes governing appraisals.
- Principles and practices of GIS systems and applications.
- Principles and practices of records management.

Skills in:

- Researching technical and legal documents, statutes, and regulations.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.