

Realty Specialist

Position Details

Class Code: 4110

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, assists in coordinating and supervising records of land sales/acquisitions and facility usage processes of Clark County School District property.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in coordinating the development and maintenance of realty database and land records.
2. Ensures that sales/acquisitions of real property and related documents are in accordance with District regulations, jurisdictional codes, ordinances, and Nevada Revised Statutes (NRS).
3. Prepares documents requesting proposals/bids and assists in assigning appraisals for real property acquisition or disposal.
4. Maintains confidentiality of incoming sealed bid requests for the purchase or sale of District real property.
5. Assists in and monitors the preparation of escrow papers, deeds, legal descriptions, purchase and sale agreements, and other documents from various agencies and title companies.

6. Processes land lease and patent applications under the Recreation and Public Purposes Act (R&PP's), maintains records, and prepares reports related to the Bureau of Land Management (BLM).
7. Verifies escrow instructions and legal descriptions are accurate.
8. Reviews preliminary title reports for any exceptions, restrictions, liens, etc., affecting property in question and advises administrators of any discrepancies.
9. Documents and monitors joint-use/concurrence letters with various agencies and ensures agreement activities are in compliance with District, state, and federal regulations.
10. Monitors school facility entitlement activities and related questions to ensure compliance with all District regulations, jurisdictional codes, ordinances, and NRS.
11. Compiles information and prepares monthly/quarterly reports on development activities within District boundaries and on the status of all BLM sites.
12. Documents and maintains site analysis information relative to other BLM project applications.
13. Provides advice on the BLM land program to District personnel, other resource professionals, and the general public, as required.
14. Completes field examinations of sites, processes and prepares applications for grants, and completes environmental documentation for land acquisition (land sales, exchanges, recreation and public purposes (R&PP), rights-of-way, leases, permits, agricultural entries, cooperative agreements, withdrawals, and acquisitions).
15. Manages District property sites in process with the BLM including rights-of-ways, land exchanges, etc.
16. Creates development action plans; coordinates with all interested parties and stakeholders in monitoring the development, completion, and compliance of BLM acquired sites.
17. Works in a team environment within the District and the BLM where cross training and sharing of knowledge is critical while acting as a liaison to provide input to land-use planning efforts and school settings.
18. Assists in the preparation of visual aids for meetings and public presentations.
19. Requests preparation of boundary and topographic surveys on all new sites and for other properties, as directed.
20. Prepares and compiles demographic information reports.
21. Develops, evaluates, and recommends boilerplate documents/forms for Real Property Management use.
22. Conforms to safety standards, as prescribed.
23. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Responsible for activities concerning the coordination, maintenance, and development of real estate and land records, processing of BLM land activities, land sales/acquisition packages, and coordinating facility use affecting District property.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of BLM practices and policies as they relate to the District.
 2. Knowledge of real property management principles and practices for public purposes.
 3. Knowledge and ability to read and interpret legal property descriptions; compiles, analyzes, and interprets land data.
 4. Knowledge of land development and construction of real property.
 5. Ability to recognize requirements of related NRS and federal guidelines.
 6. Ability to set up and maintain databases and all associated records.
 7. Ability to maintain accuracy and details of all work.
 8. Ability to keep information confidential.
 9. Ability to organize and prioritize assignments.
 10. Ability to communicate clearly verbally and in writing.
 11. Ability to prepare reports and present facts clearly and concisely.
 12. Ability to operate a personal computer using a variety of software packages.
 13. Ability to work independently and complete assigned work.
 14. Ability to share working knowledge with team members.
 15. Ability to manage workflow in a timely manner.
 16. Ability to meet predetermined deadlines.
 17. Ability to work flexible hours or shifts.
 18. Ability to work cooperatively with employees, government agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years of professional experience in property management involving the acquisition, transfer, disposal, construction, development, and management of real property. Equivalent combinations of education and professional-level experience may be substituted on a year-for-year basis.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript(s), if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Real Property Management Office and travel to and from vacant land sites (local and rural).

Work Environment

Strength

Sedentary - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment) and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued 4X4 vehicles, various computers, printers, telephones, copy machines, calculators, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School

District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/19/23
- Created: 11/18/88