

Real Property and Site Analyst

Position Details

Class Code: 4290

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs technical work in the field of comprehensive long-range planning for schools. Provides logistical support at public meetings, administrative assistance and management support for property acquisition, right-of-way, and easement requests, and assists in the entitlement approval process and school development related matters.

Essential Duties and Responsibilities

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

1. Documents site analysis information including location of utilities, existing rights-of-way, and property ownership during site evaluation process.
2. Assists in reviewing legal descriptions on all rights-of-way and easement requests relative to use of Clark County School District (CCSD) property by utilities or other public entities.
3. Maintains and updates automated and manually-processed maps from zoning data, rezoning approvals, and county assessor maps.
4. Prepares documentation for zoning, use permits, variances, street vacations, and/or annexation requests for presentation to proper jurisdictional entities.
5. Coordinates with title companies in preparation of escrow papers, deeds, legal descriptions, purchase agreements, and other documents.
6. Prepares reports and agenda items for Board meetings as assigned by administration regarding various requests relative to CCSD property.
7. Researches, compiles, and analyzes data from a variety of sources.

8. Makes frequent contact with the public and employees at all levels, requiring that requested information be obtained and relayed to visitors; refers visitors to appropriate administrative staff when necessary.
 9. Corresponds with city, county, state, and federal agencies on various real property and estate matters.
 10. Collects fees for various applications, registrations, and other documents; processes specialized requisition requests and purchasing card requests; orders supplies and inputs payroll.
 11. Develops and maintains periodic reports on the status of real property activities for department use and review.
 12. Maintains a variety of automated and manual logs, records, and files; performs a variety of recordkeeping, filing, indexing, and other general clerical work.
 13. Utilizes advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
 14. Assists with transporting and setting up equipment/materials for meetings and presentations.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves site analysis for land acquisitions, right-of-way and easement requests, and approval processes for new construction.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles and practices of acquiring property for public purposes.
2. Knowledge of real estate principles, practices, laws, and the legal instruments involved in real estate transactions.
3. Basic principles and concepts of urban planning.
4. Ability to prepare reports and present facts clearly and concisely, verbally and in writing.
5. Ability to establish and maintain effective working relationships with property owners, employers, public officials, and the general public.
6. Ability to read site plans, specifications, and engineering maps; read and interpret plat maps and legal property descriptions.

7. Ability to compile, analyze, and interpret land data.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Extensive knowledge of software applications including databases, spreadsheets, word processing, and presentations.
 10. Principles of business letter-writing and basic report preparation.
 11. 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 (General Education Development (GED), foreign equivalency, etc.).
2. Bachelor's Degree in business, planning, or urban studies from an accredited college or university, or a closely related field. Four (4) years' experience in urban or community planning, zoning, geographic information systems, real estate, property management, or geography may be substituted for a bachelor's degree.

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. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

Coursework in real estate and management of real property for public use.

Document(s) Required at Time of Application

1. High school transcript or other equivalent, (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college, university, or trade school, 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 the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities - schools and department offices.

Work Environment

Strength

Sedentary/medium - exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

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, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate 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

Computers, printers, typewriters, telephones, calculators, copiers, fax machines, filing cabinets/equipment, 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: 04/29/24
- Created: 10/30/90