

## Property Sales Technician

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### **DEFINITION**

This is technical work involved in the marketing and sale of City-owned residential properties.

Employees in this class are responsible for the timely and efficient sale of City-owned single and multi-family properties, utility lots and remnant lots within the constraints of prevailing market conditions and approved policies and procedures. Employees will be involved in the residential sales, negotiating standard agreements, preparing documentation and ensuring approvals are obtained.

Employees act independently in the performance of basic duties and may participate in activities, to promote the sale of city property.

This work is differentiated from the Property Sales and Marketing Officer I classification by the lower complexity of the work and narrower scope to negotiate terms and conditions. More complex or contentious sales, issues and negotiations are referred to a supervisor for guidance or direction.

### **TYPICAL DUTIES\***

Negotiates residential sales within defined terms with prospective purchasers, initiates agreements, prepares required documentation, obtains necessary approvals and completes conveyancing.

Co-ordinate, prepare and initiate appropriate signage, brochures and advertising.

Inspects and shows City-owned properties.

Prepares tender information packages, arranges advertising, mails information to prospective purchasers, co-ordinates tender openings and recommends acceptance of bids.

Prepares legal documentation and correspondence required for land conveyancing.

Calculates, receives and deposits sales funds.

Communicates with, or prepares communication for purchasers and solicitors.

Prepares reports and recommendations.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the provincial and municipal legal requirements, policies and procedures regarding the sale and exchange of land.

Knowledge of the residential sales market.

Ability to establish and maintain effective working relations as necessitated by work assignment.

Ability to prioritize daily workload to ensure efficient processing of sale.

Ability to operate a computerized data base system.

Ability to understand and execute oral and written instructions and to interpret lease plans and sale agreements.

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Ability to deal with the public.

Ability to express ideas effectively, both orally and in writing.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Grade twelve, plus post-secondary courses in contract law, two (2) years' real estate experience including paralegal and conveyancing in property sales or leasing.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0575			
Last Updated:	1997-07			
Previous Updates:				
Originated:	1966-05			