

SNOHOMISH COUNTY JOB DESCRIPTION

PROPERTY OFFICER

Spec No. 2240

BASIC FUNCTION

Administers the real property assets of the county and the personal property assets of the county, which includes; acquiring, disposing, appraising, negotiating, inventorying, leasing and licensing in accordance with county code and any other applicable laws and regulations.

STATEMENT OF ESSENTIAL JOB DUTIES

Real Estate Property Management

1. Manages and monitors assigned real estate transactions and Property Management processes of the county. Creates and executes related legal documents and processes required for the management of assigned real property transactions. Advises and consults with County departments on recommended course of action upon analysis of real property, property management processes, and fiscal data.
2. Reviews and interprets legal descriptions of tax foreclosure property and participates in the county tax foreclosure sale; researches documentation for inventory records of tax foreclosure property transferred to the county as "tax title property." Administers and prepares deeds and sale documents, establishes value, conducts tax title property sale, collects and deposits revenue and records deed.
3. Performs site visits and consults with assigned county departments to research county needs for real property and to administer the transfer, sale and release of county property and certain county property rights.
4. Works with specific agencies and county departments to review assessments, fees, and taxes on county owned property. Makes any required adjustments, requests refunds, corrections, or removal of assessments, fees, and taxes. Coordinates the distribution of any refunds, statements, and invoices to appropriate county departments.
5. Prepares reports, motions, ordinances, and documentation, conducts research, makes recommendations, attends and participates at public meetings and council sessions to provide general and technical information on county property issues, acquisitions and sales. Acts as a liaison with other county departments, outside agencies and the general public on county property issues.
6. Creates and executes necessary documents to authorize licenses, easements, and other property interest for the use of county property and sets terms in compliance with county policy. Makes recommendation for approval as authorized by county code and any other applicable laws and regulations.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

Site Property Rental, Leases and Site Management

7. Negotiates, writes, and obtains county council approval of certain real property leases on behalf of the county. Locates space for lease based on county needs and gathers market data to determine value of leased space. Administers and advises county departments of certain lease terms and conditions. Collaborates with some county departments to facilitate the payment or receipt of lease rents and other expenses.
8. Acts as the county liaison with property owners and/or property management firms for the enforcement, interpretation and compliance with lease terms and conditions and other lease issues.
9. Manages the selection process, the coordination, management and monitoring of consultants, appraisers, contractors, and other professional services and contracts related to assigned county property management, including creating and executing all professional services contracts associated with property management as authorized and/or as required under county code.
10. Responsible for the management, rental, and disposition of certain civil forfeiture property as authorized and/or as required under county code.

Personal Property Management

10. Leads the annual real and personal property inventory reporting requirements and guides the Facilities Programs Coordinator in routinely monitoring, updating and reviewing the personal property processes, assets and database.
11. Provides inventory information and direction to all County departments needed to complete the county's annual inventory report as required under county code and in accordance with any other applicable laws and regulations.

General

12. Responds to public inquiries related to real property issues associated with county owned property.
13. Recommends and participates in county code modifications and associated statutory requirements, procedures, and standards in partnership with the Prosecuting Attorney's Office.
14. Analyzes, forecasts, and interprets real property market trends to assist in policy recommendations.
15. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in real estate or business or other field directly related to property management, public administration, and real property law; AND, four (4) years of public sector, professional level experience in property management OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required for employment.

Valid Washington State Notary Public appointment or the ability to acquire a valid notary within sixty (60) days of employment.

Must have ability to become a member of the International Right-of-Way Association with the designation of SR/WA candidate within six (6) months of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and techniques utilized in the appraisal of real property, including market data comparison methods and techniques
- negotiating the acquisition, sale, and lease of real property and granting of other real property rights
- federal, state, and local laws, county code, rules and regulations concerning the acquisition, sale, disposal, property management, leasing, inventory reporting, tax title lands, civil forfeiture, and landlord/tenant relationships related to property
- property management functions, inventory reporting, real estate acquisitions and sale procedures, escrow closings, and lease practices
- real estate terminology and real estate law, legal instruments, legal descriptions, and title reports
- the location and use of real property resources and data, recorded information, zoning, wetlands, mineral resources plat maps, plans and surveys
- real property taxes, and assessments
- public owned personal property management processes
- local real estate market, services, and contracting practices

Ability to:

- read and interpret title reports
- review, write and interpret property legal descriptions
- review and understand basic elements of appraisal reports, environmental risk assessments, engineering plans, plat maps, surveys and mineral resource maps

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KNOWLEDGE AND ABILITIES (Continued)

- negotiate the sale, acquisition, lease, and use of other property rights associated with real property in compliance with federal, state, local, county codes, rules and regulations
- locate real property and buildings to meet county space needs and other leased uses in compliance with federal, state, county codes and regulations
- create and prepare appropriate legal documents required for the sale, acquisition, lease and grant of other real property interest, including professional service contracts
- develop work plans, schedules and budgets
- supervise and evaluate the work of consultants and contractors
- manage, plan, perform, and monitor the status of real property sales, acquisitions and procedures
- read, interpret, and apply federal, state, local, county codes, rules and regulations governing property management and inventory operations
- gather, analyze, synthesize and evaluate a variety of data
- prioritize, evaluate, and self-manage work projects
- communicate effectively, both orally and in writing
- establish and maintain effective working relationships with co-workers, elected and appointed officials, department heads, associates, other agencies, attorneys, bankers, appraisers, contractors, consultants, title companies, tenants, property owners and/or their representatives and the general public

SUPERVISION

Employee reports to and receives direction from the Director of Facilities or designated superior. Work is performed with minimal supervision. The work requires considerable independent action and judgment. Progress is monitored through status reports, meetings and periodic performance measures.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county and state. There is possible exposure to hazardous areas during site visits. Meetings or project requirements involve working evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2002
Revised: July 2013, April 2017
EEO Category: 2 - Professionals
Pay Grade: 242- Classified Pay Plan
Workers Comp: 1501 Hazardous