

## **REAL ESTATE ANALYST**

### **DEFINITION**

Under direction, performs real property analyses and evaluation related to appraisal, purchase, sale, lease, and asset management of judicial branch real property and facilities; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Real Estate Analyst series. Incumbents are competent to conduct surveys for the evaluation and acquisition of real property; to analyze property appraisals; and to negotiate for the purchase, rental, lease, or sale and disposition of real property. Incumbents at this level may be involved in all activities related to small, discrete real estate transactions, or may be part of a team working on large, more complex transactions. This class is distinguished from Senior Real Estate Analyst in that the latter provides lead project direction and work product review of project team staff, conducts real estate acquisition services, and performs a wider range of complex and specialized work.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Conducts surveys to locate, evaluate, and select court sites and to acquire real property.
- Arranges contracting for maintenance of properties and negotiates for property lease, acquisition, or sale.
- Arranges for the sale or demolition of improvements to be removed from judicial branch property.
- Coordinates appraisal of real property and analyzes appraisals for use in negotiated acquisitions, sales, or leases.
- Negotiates with property owners for the purchase or lease of real property.
- Examines title, assessment, tax, and other public records.
- Writes reports describing findings in connection with proposed purchases, sales, and leases of real property.
- Prepares recommendations and special reports for the Judicial Council, governmental agencies, and court staff.
- Coordinates the preparation of deeds, leases, permits, reconveyances, agreements, maps and other documents involving property rights.
- Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems.

- Develops cost-benefits and comparative analyses of financial and non-quantitative criteria in the assessment of alternative properties and transactions.
- Oversees the activities of real estate brokers and agents in the collection of market data and timely negotiations of transactions.

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- Required to travel statewide frequently as necessary.
- May be required to travel out-of-state on a very limited basis.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Real estate principles and practices.
- Lease administration and compliance.
- Real estate appraisal methods, contracts, and escrow procedures.
- Principles, methods, and techniques used in the acquisition or disposition of real property including financial analyses.
- Organization and use of title, assessment, and tax records.
- Real estate terminology.
- Principles and techniques of project management.
- Negotiation techniques.
- Basic practices of commercial lease formation and management.

#### **Ability to:**

- Negotiate real estate sales, purchases, and leases.
- Investigate, collect, and analyze information pertaining to real estate.
- Read property descriptions.
- Determine condition of title from legal documents and public records.
- Plan, manage, and deliver multiple projects.
- Analyze and monitor project budgets and implement cost controls.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate, law, business, economics, or marketing is required. Three years of experience in either a right-of-way land department of a public agency, or the private sector, which includes due diligence activities, appraising, title review, leasing, acquisition, disposition, or managing real property; or four years of professional, varied, and increasingly responsible experience as a licensed real estate salesperson or broker.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience.