

LINN COUNTY CLASSIFICATION

TITLE: OFFICE/PROPERTY MANAGEMENT SPECIALIST
NUMBER: 006 APPROVAL ORDER NUMBER: 2015-124
PAY RANGE: 09 DATE: June 24, 2015
CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES: Coordinate the acquisition, maintenance, sale, transfer and use of County's real property. Responsible for providing advanced general or specialized administrative support. Once learned, assignments are performed with minimal supervision and involve extensive use of initiative and judgment.

SUPERVISION RECEIVED: Works under the general supervision of the General Services Director. Frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions is not a responsibility of positions in this classification; may participate in the training of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Monitor all property activities and coordinate all legal transactions involving county real property, including acquisition, foreclosure, sale, transfer and right of use. Obtain or develop necessary information such as maps, deeds and zoning information relating to surplus property. Arrange for photograph of property, survey and appraisal when appropriate.
2. Manage abandoned property acquired by the County ensuring that buildings are secured and pose no safety hazard and that all motor vehicles and other property are dealt with safely and appropriately. Ensure structures are either maintained or demoed as deemed in the best interest of the County.
3. Work with the public, real estate industry and county officials regarding all property activities including the auction and transfer of county's real property. Make reports to inform the Board of Commissioners regarding management of the County's real property activities. Handle complaints and inquiries regarding foreclosure and surplus property.
4. Maintain a variety of records, prepare reports concerning departmental operations and prepare material for recording. Prepare documents related to activities, i.e., orders, conveyance, easements, etc. Monitor income and expenses plus billings for leases.
5. Provide support to department head; establish and implement office procedures; prepare correspondence from rough draft or dictation; compose correspondence in accordance to standard policies; maintain department records. Process routine matters independently.

6. Assist the public and answer varied inquiries which require a technical knowledge of department functions. May conduct interviews to obtain detailed information and to determine program eligibility. Explain policies and procedures and arrange appointments.
7. Maintain records of financial transactions; receive daily receipts and balance cash flow. Audit printout reports and work with computer records.
8. May assist in departmental budget preparation and expenditure control; on personnel management and supervision (to include hiring, evaluation and discipline); purchasing and related matters.
9. Develop and maintains effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of basic English composition, spelling and grammar. Reasonable knowledge of legal office terminology and the preparation and processing of legal documents as required by the position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain various departmental or program financial records.

Ability to relieve a chief administrative official of administrative details with minimum supervision and with only general direction. Ability to plan, organize and supervise the work of subordinates as required by position. Ability to exercise good judgment, courtesy and tact in public contacts which may involve hostile and abusive clients. Ability to maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or stenographic work at an acceptable level of proficiency as required by the position. Ability to maintain the confidentiality of information.

Skill in the operation of a computer, typewriter, transcribing equipment and other office machinery as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from senior high school and three years of progressively responsible secretarial experience with some exposure to supervision if required by position or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.