

Job Class Code: 1120	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and supervise the preparation and maintenance of real estate documentation. The class is responsible for plans and assigns subordinate staff, reviews real estate information, preparing related documentation, developing related programs, and providing customer assistance. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Supervises staff including assigning, overseeing, and evaluating work; counseling; training; administering discipline; and providing guidance. • Reviews real estate information to ensure accuracy and determine related taxes. • Prepares and processes related documentation such as exonerations, exemptions, and supplemental tax bills. • Develops related programs such as the elderly-disabled tax relief program. • Provides customer assistance by investigating and responding to inquiries, concerns, or problems. • Coordinates the processing and mailing of real estate correspondence. • Processes personnel actions and maintains records including payroll and employee evaluations. • Performs related tasks as necessary such as reviewing City Council meeting minutes. • Plans and assigns activities of the subordinate staff including customer assistance and processing real estate information.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, subordinates, customers, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in real estate,

	accounting, or a closely related field.
Experience	In addition to satisfying the educational requirement, a minimum of one year of related experience is required.
Special Certifications and Licenses	None required.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 12/12/17