



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

REAL ESTATE TRAINEE

Class Code: 1937

Open Date: 11-14-14

ANNUAL SALARY

\$44,036 to \$64,373

The salary in the Department of Water and Power is \$57,508 to \$71,451.

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Real Estate Trainee assists technical real estate employees engaged in appraising, negotiating, and managing real property, title examining, and relocation assistance.

REQUIREMENTS

1. One year of full-time paid experience in a class at the level of Principal Clerk and performing duties related to real estate activities such as escrow, title examining, appraising, relocation assistance, property management, negotiation, lease administration, or maintenance of land records; **or**
2. Three years of full-time paid experience in a class at the level of Senior Clerk performing duties as indicated above.
3. One year of education at a recognized university or college which includes three semester or four quarter units in real estate may be substituted for each year of experience lacking at the level of Senior Clerk up to a maximum of two years.

NOTE:

1. Applicants who lack six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
2. Employment as a Real Estate Trainee is limited to a maximum of 5 years, during which time employees are required to qualify for promotion to other City classes.
3. Applicants substituting education for experience lacking per Requirement #3 must list the school name, location, course title with number of semester or quarter units, and completion dates in the free flowing text box within the supplemental questions. 30 semester units or 45 quarter units is equivalent to 1 year of education.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, NOVEMBER 27, 2014.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist entirely of an evaluation of qualifications by interview. In the interview, candidates may be examined for knowledge of: real estate property management such as Landlord-Tenant Law, fair rental value appraisal, lease drafting, and completion of documentation; the process of acquiring rights to placing proposed improvements and facilities on private property, such as appraisal, design, acquisition of property rights, and negotiations or condemnation; instruments and methods required for real estate property conveyances; the records affecting land titles which are kept by public agencies and private title companies and how they are used and organized; real estate law including agency, contracts, and legal instruments; sources of information useful in the appraisal of real estate property; the factors affecting and determining present and future land and building values; and the ability to: perform simple arithmetic and geometrical calculations, such as leasehold and rental areas, and percentage rentals; schedule, plan, monitor, follow-through with, and prioritize projects; create spreadsheets for the analysis of property values and acquisition; write clear, accurate, and comprehensive reports and correspondence; communicate in writing; interact tactfully and effectively with others; communicate orally on a one-to-one basis to obtain information, explain procedures, policies, methods of performing tasks, or to persuade others; and other necessary knowledge, skills, and abilities.

Candidates will be notified by e-mail of the time and place of the interviews. It is anticipated that interviews will begin during the period of **JANUARY 26, 2015 through FEBRUARY 6, 2015**.

NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications accepted are subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not meet the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.