



EMERGENCY APPOINTMENT OPPORTUNITY NOTICE

REAL ESTATE ASSOCIATE

DATE: May 15, 2023

APPLICATION DEADLINE:

This opportunity will close on May 29, 2023, or until sufficient applications have been received.

ANNUAL SALARY: \$55,749.60 - \$81,557.28

LOCATION: 425 S. Palos Verdes St., San Pedro, CA 90731

The Harbor Department offers a hybrid telecommuting program, tuition reimbursement, free parking, and a no-cost vanpool program.

WORK SCHEDULE:

Currently, the Harbor Department has implemented a hybrid telecommuting schedule that allows for a minimum of two (2) in-office workdays per week, and on the remaining days, employees may telecommute. The specific in-office days are flexible and will be coordinated with Division management. **This hybrid schedule is subject to change.**

DUTIES AND RESPONSIBILITIES:

A Real Estate Associate performs the routine appraisals, leasing, and property management independently, or assists technical employees engaged in the more difficult appraisals, acquisitions, leasing, sales, management, and title investigations of real property.

MINIMUM REQUIREMENTS:

1. Graduation from an accredited four-year college or university **and** successful completion of at least:
 - a. Six semester or eight quarter units of college-level courses in real estate from an accredited college or university; **or**
 - b. 60 hours of course work from an accredited, professional, real estate school or right-of-way association; **or**
 - c. Possession of a California Real Estate Salesperson/Broker License issued by the California Department of Real Estate; **or**
2. Two years of full-time paid experience as a Real Estate Trainee for the City of Los Angeles **and** successful completion of at least:
 - a. Six semester or eight quarter units of college-level courses in real estate from an accredited college or university; **or**
 - b. 48 hours of course work from an accredited, professional, real estate school or right-of-way association; **or**
 - c. Possession of a California Real Estate Salesperson/Broker License issued by the California Department of Real Estate; **or**

3. Five years of full-time paid experience in performing right-of-way work; appraising market value of real property; managing commercial or industrial real property; or negotiating on behalf of a large organization or governmental agency for the acquisition, sale, or lease of real property rights.

One year of full-time paid experience in performing right-of-way work; appraising the market value of real property; managing commercial or industrial real property; or negotiating on behalf of a large organization or governmental agency for the acquisition, sale, or lease of real property rights may be substituted for up to two years of college education (i.e. 30 semester/45 quarter units = 1 year of college education) lacking on a year-for-year basis, but may not be substituted for the required courses in real estate.

PREFERRED QUALIFICATIONS

1. Proficiency in Excel.

EMERGENCY APPOINTMENT

An emergency appointment is not a regular appointment. It is a temporary appointment that does not require that you successfully compete in the Civil Service examination process. The appointment *may not exceed one year* and must be terminated immediately when a regular appointment can be made from an eligible list. All emergency appointments are subject to approval by the Personnel Department and a permanent appointment may be made once the civil service examination is given and an eligible list is established for Real Estate Associate

HOW TO APPLY

Candidates interested in applying for this position must email a City Application and resume to harbortransfers@portla.org.

To download a City Application, please click here: [City of LA Application](#)