

# EMPLOYMENT OPPORTUNITIES

APPLICATIONS ACCEPTED  
MONDAY - FRIDAY 8 AM - 5 PM

CIVIC CENTER COMPLEX  
825 WEST IRVING BLVD  
IRVING, TEXAS 75060  
(972) 721-2696

WEBSITE ADDRESS [www.cityofirving.org](http://www.cityofirving.org)

*November 3, 2016*

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## REAL ESTATE SPECIALIST

ECONOMIC DEVELOPMENT DEPARTMENT  
CITY OF IRVING, TEXAS

FULL PAY RANGE IS \$4,085 - \$5,761 PER MONTH

Duties include negotiating for the acquisition or use of real property for the City; reviewing property appraisals; preparing legal documents and correspondence regarding property or property rights acquisition; assisting in the administration of resident relocation programs and demolition projects; developing bid specifications and reviewing proposals and reports submitted by consultants; and coordinating and monitoring the budget for assigned projects. Duties also include preparing and maintaining right-of-way records; answering questions and providing information to the public and City officials; and participating in the preparation of ordinances and public notices.

A Bachelor's degree, or equivalent, with a major in business administration, real estate, finance or a related field and two years of property acquisition, real estate and / or appraisal experience are required. Must be able to read / interpret road and infrastructure construction plans, and have, or be able to obtain, a valid Class C Texas driver's and real estate licenses.

*Application may be submitted online at [cityofirving.org](http://cityofirving.org).  
Jobs close at 5:00 p.m. on the closing date posted on the City website.*

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Qualifications given in the job description in this flyer represent only the minimum qualifications necessary to perform the essential functions of the job. In addition to these qualifications, the minimum age requirement for regular full-time and part-time employment is 18, with the exception of Aquatic Center Lifeguard (PT); for seasonal employment, the minimum age is 16. Preference for interviews by the department are given to the most qualified applicants who may possess more specific education and/or experience than is given in a particular job description. Duties shown in the job description represent a summary of the essential duties and responsibilities. An applicant wishing to apply for a different position while still under consideration for another must complete a new application.

City of Irving | 825 W. Irving Blvd. | Irving, Texas 75060  
**Equal Opportunity Employer**

The City of Irving does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.

