

Home | Jobs

Jobs >

Job: IRC83649

Add To Basket Refer Apply Now

Description



Job Title PROPERTY ACQUISITION AGENT
Location Dallas, TX, US
Organization Name DALLAS COUNTY PUBLIC WORKS DEPARTMENT

Department Description
Brief Description

Plans and executes all aspects of the negotiation process leading to acquisition of real property and/or real property interests required by the County.

Detailed Description

Secures agreements with landowners ensuring that value adjustments are properly documented, and approved to achieve closing on the parcel purchase within the established schedules. Reviews parcel appraisal reports to ensure that all aspects are relevant to provide a sound basis for negotiation. Analyzes the parcels assigned for negotiation to verify accuracy and compatibility Reviews report of title search to ensure ownership accuracy and establish requirements. Determines appropriate negotiation techniques to ensure understanding and communication between involved parties. Prepares contracts and closing statements to close each transaction and secure appropriate notarized signatures. Ensures acquisition of a clear title including timely processing of payment to owners. Coordinates with legal section engineers/designers, and appraisal staff to solicit assistance and support as required to effectively negotiate closings. Performs other duties as assigned.

Job Requirements

Graduation from an accredited high school/GED program. Five (5) years of work related experience. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledge of relocation and environmental/HAZMAT impacts and right-of-way related transactions and general knowledge of business practices, contract documents, real estate law and appraisal law. Must provide own daily transportation. Must possess a Texas Driver's License, with a good driving record and reliable transportation. Ability to travel to various work site locations.

Additional Details

An extensive pre-employment background investigation will be conducted on

all applicants who have been offered a position with Dallas County. The hiring process involves successful completion of each step. The steps include: Criminal History Review, Traffic Violations Record, Review of Personal History Statement and Documents, Physical Examination, and Background Investigation.

Dallas County is an Equal Employment Opportunity Employer.

AmeriCorps, Peace Corps, National Service Alumni volunteers, and persons with a criminal background are encouraged to apply.

How To Apply

Click the Apply Now button at the Top or Bottom Right of this window and Follow Instructions on Screen.

Minimum Salary **3555.75**
 Maximum Salary **4437.58**
 Currency **USD**
 Requisition Number **PW17-83649**
 Amount of Travel
 Work At Home

Skills

Skill	Minimum Level	Maximum Level	Desirability
No results found.			

Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

[Add To Basket](#) [Refer](#) [Apply Now](#)

[Home](#) [Jobs](#) [Accessibility](#) [Job Basket](#)

[Privacy Statement](#)

Copyright (c) 2006, Oracle. All rights reserved.