

**CLASS TITLE: ASSISTANT PROPERTY MANAGER**

**Class Code: 02546600**

**Pay Grade: 17A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the management, maintenance and protection of property condemned for highway purposes; to collect rents prior to the demolition of such property; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of the Property Manager from whom work assignments are received with specific instructions; work is reviewed for conformance to such instructions, rules and regulations.

**SUPERVISION EXERCISED:** May supervise the work of clerical assistants; and, as directed, to supervise work of persons engaged in the maintenance and protection of property.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in the management, maintenance and protection of property condemned for highway purposes; to interview tenants regarding rentals, notices to vacate and notices of eviction in accordance with pertinent established Federal-State regulations for the management of condemned property.

To assist the Property Manager by the Collection of rents from tenants and to assist him in the maintenance of records of receipts of rents; and to deposit receipts or other monies according to department regulations.

To assist the Property Manager in his work to assure the protection of acquired property to prevent damage, theft, vandalism, damage by adverse weather, fire, etc.; in accordance with instructions, to make minor purchases for the care and emergency repair of acquired property.

To assist in obtaining and maintenance, and other details relating to the management of real estate acquired by the State through condemnation.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of property management as applied to property acquired through condemnation for highway purposes; the ability to readily recognize the need for making emergency and needed repairs to such property and to estimate the probable cost thereof; the ability to assist in obtaining and maintaining accurate records relating to the acquisitions, leasing, renting and disposal of said property; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing; and

**Experience:** Such as may have been gained through: employment involving the maintenance and protection of property and the collection of rent for property; or employment involving the sale of residential real estate.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 31, 1963

Editorial Review: 3/15/03