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Real Property Agent

JOB CODE	JOB FAMILY	PROFILE
JCP235	**Property & Real Estate**	**Real Property Agent**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**March 27, 2026**

The Real Property Agent serves as an agent for the General Services Division in the coordination, planning, and implementation of real property acquisition, sales, leasing, property management projects, and right-of-way acquisition. The agent assists with planning, research, negotiations, and the acquisition or disposition of property for County real estate projects, while ensuring compliance with applicable laws, regulations, and standards.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in the planning, research, negotiations, and acquisition of all properties for County real estate projects.
- Maintains files on all properties acquired for County right-of-way and road projects in accordance with audit standards set by the NM Department of Finance and Administration, the New Mexico Department of Transportation (NMDOT), and the Federal Highway Administration.
- Meets with project design teams to troubleshoot and resolves right-of-way issues.
- Coordinates with other governmental agencies on County real estate projects.
- Participates in public hearings related to County real estate projects.
- Maintains a working relationship with the County Legal Department in the preparation of condemnation cases; testifies as an expert witness as needed; coordinates legal matters involving right-of-way.
- Addresses and helps resolve public inquiries and complaints regarding real property issues.

- Coordinates the functions of surveyors, title companies, and design engineers to ensure compliance with applicable rules, policies, and procedures.
- Plans, researches, negotiates, and coordinates the sale or disposition of excess County-owned properties in accordance with New Mexico State Statutes and State Board of Finance policies.
- Processes County leases, amendments, encroachment agreements, and right-of-way use agreements in compliance with County and State Board of Finance policies and procedures.
- Provides administrative support to the section and cover for the Real Estate Manager in their absence.
- Handles sensitive or confidential records, documents, and decisions with discretion and in compliance with confidentiality requirements.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Real Estate, Business Administration, Public Administration, or a related field.
- Two (2) years of work experience in real estate acquisition and Right-of-Way/disposition including easements, fee acquisitions, property dispositions, vacations, condemnations, and appraisal.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Complete and maintain IRWA certificates for – "Right of Way Agent" and "Right of Way Professional" within nine (9) months from date of hire.

WORKING CONDITIONS

- Duties are performed 60% indoors, and 40% outdoors which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces which may be either wet or dry.
- Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mists, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- County vehicle is used by employee in traveling from site-to-site throughout the County.
- Safety vests and hardhats are used by worker in performance of outdoor duties.