



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

### **JOB OPPORTUNITY BULLETIN REAL ESTATE OFFICER I**

April 2019

#### **POSITION SUMMARY**

Real Estate Officer of the Mountains Recreation and Conservation Authority (MRCA) will coordinate all aspects of real property transfers, manage leases, assist with management of parkland and agency facilities, and perform other associated tasks as directed. This position requires an individual who is self-motivated, highly organized, and able to work on several projects simultaneously.

**Applications are due May 03, 2019 at 5:00 p.m. Pacific Standard Time.**

#### Type

This is a full-time, at-will, non-exempt position.

#### Supervision

Real Estate Officer reports to the Chief Staff Counsel.

#### **ESSENTIAL FUNCTIONS**

The following duties are typical for this classification. Successful candidates may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or legal needs and changing practices.

- Organize and coordinate real property transfers, including purchases, sales, donations, dedications, and acceptance of non-possessory property interests
- Review and draft leases, purchase and sale agreements, rights of entry, etc.
- Work with staff legal team on special projects
- Attend and represent MRCA at community and other public meetings
- Complete continuing education as necessary to maintain a working knowledge of developments in applicable fields
- Other duties and projects as directed

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to both remain in a stationary position and travel between multiple buildings as well as remote office locations. The employee is frequently required to understand and communicate with others and utilize close vision abilities, spending extended hours in front of a computer screen. The employee must occasionally transport, move, and position up to 30 pounds.

### Hours and Location

This is a non-exempt hourly position. The expectation is that the successful candidate will primarily work Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional work on evenings or weekends will be required as necessary or as directed. Overtime may be available and authorized as necessary. The position will work out of the Los Angeles River Center and Gardens (570 West Avenue 26, Los Angeles, CA) but may be required to travel to various agency locations and offsite meeting locations.

### **MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### Education and Experience

- B.A. or B.S. degree preferred
- Real estate paralegal or comparable experience preferred
- Experience in real estate/real property transactions preferred
- Familiarity with drafting real property documents and transactions

### Knowledge of:

- Common Windows-based programs including word processing, spreadsheets, and databases
- Online legal resources (Westlaw, LexisNexis, etc.)
- Local and state governmental structures and institutions
- News sources and public affairs on a local, state, and national level

### Ability to:

- Communicate effectively verbally and in writing.
- Prioritize varying tasks and projects and manage multiple projects at once
- Work independently to handle multiple tasks under deadlines
- Revise work approach to address changed conditions
- Complete projects and follow oral and written directions
- Quickly change tasks and focus
- Comprehend legal documents

- Learn and use WordPerfect and other less common programs
- Research agency archives and other sources to complete assignments

#### Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker, but fluency in English will be required.
- Excellent organizational skills
- Establish and maintain cooperative relations with those contacted in the course of work including the general public
- Ability to communicate in multiple languages desired

#### Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response.

All employment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies
- Successful completion of a physical examination including a drug test
- Verification of the right to work in the United States

## **COMPENSATION**

#### Wages

Range: \$1,761 - \$2,140 biweekly, commensurate with experience

#### Benefits

Mountains Recreation and Conservation Authority offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement

- Health/Dental Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance
- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care.

MRCA contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefits program for eligible employees. Effective January 1, 2013, new members to CalPERS are subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) with a retirement formula of 2% @ 62. Employees with a hire date on or before December 31, 2012 have a retirement formula of 2% @ 60.

## **HOW TO APPLY**

Submit cover letter, resume, writing sample and references via email to [employment@mrca.ca.gov](mailto:employment@mrca.ca.gov) with "Real Estate Officer position" included as a subject. No phone calls, please. If applicable, submissions with the requested documents will be accepted through third party websites. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the e-mail address provided on your application or resume. Candidates are responsible for providing a valid e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

## **ABOUT MRCA**

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District.

These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

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[www.facebook.com/LAMountains.com](https://www.facebook.com/LAMountains.com)

[www.instagram.com/mrcaparks](https://www.instagram.com/mrcaparks)

**This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.**

**Any provision contained in this job announcement may be modified or revoked at any time without notice.**