



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR REAL PROPERTY AGENT

SALARY: \$7,168.36 - \$9,150.64 Monthly
\$86,020.32 - \$109,807.68 Annually

OPENING DATE: 01/15/21

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



EXAM NUMBER:
M2059G-R

TYPE OF RECRUITMENT:
Open Competitive Job Opportunity

FIRST DAY OF FILING
Applications will be accepted starting January 19, 2021 at 8:00 A.M. (PT)

The first review of applications will take place on February 8, 2021.

The examination will remain open until the needs of the service are met and is subject to closure without prior notice.

DEFINITION:
Supervises real property functions such as negotiations and transactions related to the acquisition and management of real property.

CLASSIFICATION STANDARDS:
Positions allocable to this class work under the administrative and technical supervision of a Principal Real Property Agent or higher level supervisor. Positions are responsible for providing first level administrative and technical supervision to a group of real property agents engaged in performing real property negotiations, transactions, and management. Incumbents must utilize a thorough knowledge of real estate principles and laws in order to supervise negotiations for a wide range of real property transactions, including complex leases and analysis and interpretation of appraisals of high value real property. Incumbents must exercise a thorough knowledge of the principles and techniques of supervision, basic personnel and employee relations principles, and departmental policies and guidelines.

ESSENTIAL JOB FUNCTIONS:

- Supervises a group of Real Property Agents performing negotiations for rights of way, leases, purchase, sale, management, title, escrow, concessions, franchises, or other major phases of real property work.
- Supervises the preparation of deeds, leases, reconveyances, agreements, maps, and other documents involved in real property transactions and management.
- Prepares or reviews complex leases, negotiations, or purchases of real property for highways, public building sites, park sites, Flood Control facilities and for other general public purposes.
- Analyzes and interprets appraisals on complex high value properties to be used in condemnation suits, major leases for County governmental offices, or sale or lease of properties.
- Supervises the management, operation, and maintenance of properties acquired by the County and the Flood Control District.
- Appraises real property for the purpose of determining market or fair rental value in the negotiation of leases, rights of way, and excess sales.
- Prepares recommendations and reports for the Board of Supervisors, governmental agencies and officials.
- Performs special County-wide or difficult real property management assignments as necessary.
- Supervises the inspection of or personally inspects alterations being made, or buildings being erected under lease arrangements, to ensure the agreed lessor-lessee specifications are being met.
- Advises subordinates and representatives of County Counsel on pretrial and trial proceedings and reviews settlements being made during such proceedings.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Option I: Graduation from an accredited* college with a Bachelor's Degree including real estate courses totaling 15 semester units** -and- three (3) years' experience in appraising, acquiring, selling, leasing, or managing real property at the level of Real Property Agent II***; two (2) years of which must have involved commercial or industrial property****.

****One additional year of the required experience involving commercial or industrial property will be accepted for each year of required college provided that 15 semester units of real estate courses have been completed.

Option II: Three (3) years in facilities project design, development or space management at the level of Real Property Agent II.

OPTION III: Two (2) years experience performing real property analysis, appraisal, sale, lease, relocation or concession and franchise negotiation for public use **as a Real Property Agent II** in the County Service. *****

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for the **Bachelor's degree and required units in real estate**, you must include a legible copy of your OFFICIAL TRANSCRIPTS with your application at the time of filing or within fifteen (15) calendar days from application submission. Required documents may

be emailed to vcudiamat@hr.lacounty.gov. Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. (See Accreditation Information under Employment Information)

** Colleges under the quarter system will be required 23 quarter units.

***Experience at the level of Real Property Agent II is defined as performing real property analysis, appraisal, purchase, sale, leases, relocation, or concession and franchise negotiation for public or County use.

*****Applicants who expect to qualify under Option III must hold or have held the payroll title of Real Property Agent II for the County of Los Angeles -OR- who are receiving or have received out-of-class bonus at the Real Property Agent II level.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two (2) parts:

Part I: A multiple choice test weighted 60% measuring Deductive Reasoning Ability; Management Potential; Working To High Quality Standards; Responsibility; Achievement; Willingness to Learn; Accepting Others; Showing Courtesy; Working Relationships; Analyzing Information; Learning Quickly; Compliance With Rules And Regulations; Adapting To Change; Controlling Emotions; and Working Energetically.

MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates that achieve a passing score of 70% or higher in Part I will advance to Part II.

Part II: An evaluation of Training and Experience weighted 40% measuring Professional/Technical Knowledge; Negotiation; Fiscal Responsibility; Written Communication; and Software Skills.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Invitation letters to the test(s) will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add vcudiamat@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com and donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Test scores cannot be given over the telephone.

TRANSFER OF SCORES

Applicants that have taken identical multiple choice test part(s) for other exams within the last 12 months, will have their multiple choice test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to retake any identical multiple choice test parts for at least 12 months.

TEST PREPARATION

Test preparation resources are available to help candidates prepare for the multiple choice employment tests:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html.

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies throughout Chief Executive Office, as they occur.

AVAILABLE SHIFT:

Day

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax or in person will NOT be accepted. We must receive your application by the last day of filing. Any required documents must be received at the time of filing or within fifteen (15) calendar days from application submission. Note: If you are unable to attach documentation to your online application, you may email it to vcudiamat@hr.lacounty.gov. Please ensure to reference your attachment by writing your full name, examination title, and examination number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

IMPORTANT NOTES:

- **ALL** information included in the application materials is subject to **VERIFICATION**.
- We may reject your application at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.
- Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.
- Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER:

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Virna Cudiamat

Department Contact Phone: (213) 351-2953

Department Contact Email: vcudiamat@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below

Your Responsibilities:**1. Completing Your Application:**

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification

7. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below at any time. advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Promotional Examinations:

If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting be attached to your application. Any language contained in the job posting may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the

supersedes any language contained below may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting documentation for each open competitive exam to qualify for veteran's credit. More information available at:

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Background Check:: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

supersedes any language contained below
Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting **Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

supersedes any language contained below or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #M2059G-R
SENIOR REAL PROPERTY AGENT
VC

Los Angeles, CA 90010

SENIOR REAL PROPERTY AGENT Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be advised that failure to provide the correct information in the supplemental questionnaire may result in disqualification of your application even if you possess the qualifying experience or education. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.

Yes

- * 2. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add vcudiamat@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com, and donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.

- Yes
- * 3. Indicate all degrees from an accredited college or university you currently possess. Select all that apply.
- Bachelor's degree
 Master's degree
 Doctorate's degree
 None of the above.
- * 4. How many units of **REAL ESTATE courses** from an accredited college have you completed?
 REQUIRED DOCUMENT: Photocopies of your Official Transcripts must be attached to your application to receive credit for education.
- 0 Units
 1-14 Semester Units or 2-22 Quarter Units
 15-41 Semester Units or 23-62 Quarter Units
 42-67 Semester Units or 63-101 Quarter Units
 68-93 Semester Units or 102-140 Quarter Units
 94-119 Semester Units or 141-179 Quarter Units
 120 or more Semester Units or 180 or more Quarter Units
- * 5. In the text box below, indicate all of the coursework from an accredited college/university directly related to real estate you are using to qualify for this examination. You must provide the following: a) course code, b) course title, c) number of units (semester or quarter), d) date completed (Month, Year), and e) the name of the school. See example below. RE 100 - Introduction to Real Estate - 3 semester units - May 2020 - Cal State Los Angeles Note: If you are attempting to qualify for this examination under Option I, failure to provide this information may result in your disqualification. If this statement does not apply to you, enter N/A.
- * 6. To receive credit for completed units of real estate courses from an accredited college, a photocopy of OFFICIAL TRANSCRIPTS must be submitted as an online application attachment at the time of filing OR within 15 calendar days from application submission by emailing vcudiamat@hr.lacounty.gov.
UNOFFICIAL TRANSCRIPTS will not be accepted.
- I understand the above information and instructions, and I will upload the official transcripts as an attachment to my online application.
 I understand the above information and instructions, and will send via email within 15 calendar days from my application submission to vcudiamat@hr.lacounty.gov.
 I have not completed any Real Estate Courses from an accredited college.
- * 7. How many years of experience do you have in appraising, acquiring, selling, leasing, or managing real property at the level of **Real Property Agent II**?**
****Real Property Agent II** is defined as performing real property analysis, appraisal, purchase, sale, leases, relocation, or concession and franchise negotiation for public or County use.
- I do not have experience appraising, acquiring, selling, leasing, or managing real property at the level of Real Property Agent II.
 Less than 1 year
 At least 1 year but less than 2 years
 At least 2 years but less than 3 years
 At least 3 years or more
- * 8. If you indicated that you have experience appraising, acquiring, selling, leasing, or managing real property at the level of Real Property Agent II, please include **ALL** of the following:

- **Position/Payroll Title:**
- **Employer/Department/Division/Section/Unit:**
- **Dates of Employment:** FROM (mm/dd/yr) - TO (mm/dd/yr)

If you do not have any experience as listed above, please write "**DOES NOT APPLY.**"

- * 9. How many years of experience do you have appraising, acquiring, selling, leasing, or managing real property involving **commercial or industrial property** at the level of **Real Property Agent II****?

****Real Property Agent II** is defined as performing real property analysis, appraisal, purchase, sale, leases, relocation, or concession and franchise negotiation for public or County use.

I do not have experience appraising, acquiring, selling, leasing, or managing real property involving commercial or industrial property.

Less than 1 year

At least 1 year but less than 2 years

At least 2 years but less than 3 years

At least 3 years but less than 4 years

At least 4 years but less than 5 years

At least 5 years but less than 6 years

More than 6 years.

- * 10. If you indicated that you have experience appraising, acquiring, selling, leasing, or managing real property involving **commercial or industrial property** at the level of Real Property Agent II, please include **ALL** of the following:

- **Position/Payroll Title:**
- **Employer/Department/Division/Section/Unit:**
- **Name of Commercial/Industrial Property:**
- **Dates of Employment:** FROM (mm/dd/yr) - TO (mm/dd/yr)

If you do not have any experience as listed above, please write "**DOES NOT APPLY.**"

- * 11. How many years of experience do you have in facilities project design, development or space management at the level of **Real Property Agent II****?

****Real Property Agent II** is defined as performing real property analysis, appraisal, purchase, sale, leases, relocation, or concession and franchise negotiation for public or County use.

I do not have experience in facilities project design, development or space management at the level of Real Property Agent II.

Less than 1 year.

At least 1 year but less than 2 years.

At least 2 years but less than 3 years.

At least 3 years or more.

- * 12. if you indicated that you have experience in facilities project design, development or space management at the level of **Real Property Agent II****, please include **ALL** of the following:

- **Position/Payroll Title:**
- **Employer/Department/Division/Section/Unit:**

- **Name of Facility:**
- **Dates of Employment:** FROM (mm/dd/yr) - TO (mm/dd/yr)

If you do not have any experience as listed above, please write **"DOES NOT APPLY."**

- * 13. How many years of experience do you have performing real property analysis, appraisal, sale, lease, relocation or concession and franchise negotiation for public use **AS A Real Property Agent II in the County service****?**
******Applicants who expect to qualify under Option III must hold or have held the payroll title of REAL PROPERTY AGENT II for the County of Los Angeles.**

I do not have experience performing real property analysis, appraisal, sale, lease, relocation or concession and franchise negotiation for public use AS A Real Property Agent II in the County service.

Less than 1 year.

At least 1 year but less than 2 years.

At least 2 years but less than 3 years.

At least 3 years or more.

- * 14. if you indicated that you have experience performing real property analysis, appraisal, sale, lease, relocation or concession and franchise negotiation for public use **AS A Real Property Agent II in the County service****?** , please include **ALL** of the following:

- **Payroll Title:**
- **County Department/Division/Section/Unit:**
- **Employee Number:**
- **Dates of Employment:** FROM (mm/dd/yr) - TO (mm/dd/yr)

If you do not have any experience as listed above, please write **"DOES NOT APPLY."**

- * 15. Do you have a CURRENT California Real Estate Broker's License?

To receive credit for your CURRENT California Real Estate Broker's License, a legible copy of the license must be submitted as an online application attachment at the time of filing OR within 15 calendar days from application submission by emailing vcudiamat@hr.lacounty.gov.

*Expired California Real Estate Broker's License will not receive any credit.

NO, I do not have a current California Real Estate Broker's License.

YES, I have a current California Real Estate Broker's License.

- * 16. If you have a CURRENT California Real Estate Broker's License, please indicate the following:

- **License ID:**
- **Date Valid Through (mm/dd/yy):**

If you do not have a CURRENT California Real Estate Broker's License, please indicate "N/A".

- * 17. Do you have a CURRENT California Real Estate Salesperson's License?

To receive credit for your CURRENT California Real Estate Salesperson's License, a legible copy of the license must be submitted as an online application attachment at the time of filing OR within 15 calendar days from application submission by emailing vcudiamat@hr.lacounty.gov.

*Expired California Real Estate Salesperson's License will not receive any credit.

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