

**Position: Administrative Assistant III - Development Services**

**Department: Licensing Services**

**Job Description:** This position will report to the Assistant Commissioner of Licensing Services and will work in the Development Services Division.

- Analysis of subdivision, unsubdivided land, cemetery, membership campground and timeshare documents to ensure compliance with Real Estate Laws and Commissioner's Rules.
- Reviews applications, prepares and issues development/ subdivision public reports.
- Confers with developers or developer representatives, title companies, government jurisdictions and others, by phone and by correspondence.
- Answers inquiries by the general public and the real estate industry.
- Performs site inspections of subdivided lands, unsubdivided lands, time-shares, campgrounds and cemeteries, to determine completion of utilities, streets, recreation facilities, improvements, and to note any unusual land uses and hazards. Records results of inspection and reports results to appropriate Subdivision Representative.
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Basic real estate knowledge and a thorough understanding of the functions performed by title companies, civil engineers, land surveyors, city and county planning and zoning departments, and attorneys.
- Knowledge of geography and terrain of Arizona.
- Knowledge of office procedures.
- Customer service techniques.
- Department structure, organization, and Division policies and procedures.
- Basic English language and writing skills
- Knowledge and skill in operating a computer and all common software programs.
- Analytical skills to interpret information in applications and apply applicable law.
- Oral and written communication skills.

- Ability to manage work flow and set priorities.
- Skill in interpersonal relations with emphasis on public relations requiring tact and diplomacy.
- Examining legal documents to determine compliance with Arizona Real Estate law.
- Skill in interpretation and understanding of Arizona Real Estate statutes.
- Skill in disseminating information to draw a conclusion.

**Qualifications:**

- At least 3 years of progressively responsible experience as an Escrow/Title Officer or Assistant or paralegal in a professional title / legal environment or, in the planning/ zoning Department of an Arizona local government jurisdiction, preferably servicing the Developer/ Builder industry.
- Actual, on the job experience with title companies, civil engineers, land surveyors, city/ county planning and zoning departments, attorneys, pertaining to land development including;
- Proficiency in reviewing and interpreting title reports, purchase contracts, liens and encumbrances, trust agreements, easements, restrictions, plats, declarations of condominiums, declarations of timeshare, financial assurances, deeds, ownership rights of developers, flood and drainage conditions, groundwater law documents, advertisements or related documents.
- An Associate's degree or higher from an accredited college or university in, public administration, or a related degree.

**Salary: Range – \$29,000/yr - \$40,000/yr, based on qualifications**

**No phone calls or office visits.**

**This position is not covered by the State Personnel Merit Rules.**