

# Real Estate Services Agent I

<b>Job Code</b>	20000175	<b>Job Family</b>	Business & Operations Analysis	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Real Estate	<b>Reports to</b>	Mgr Real Estate Services	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2055	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	07/27/2025				

## Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

This position provides and coordinates support and administrative activities in the Real Estate Services Department under the direction of the Manager and senior staff. Interfaces with contractors, consultants, internal/external customers, Real Estate Services staff, other District departments and public agencies. Additionally, the position will conduct research and analysis in real property transactions and in the acquisition of operating rights for various departments as well as aid in the property management aspect of Real Estate Services.

## Accountabilities

### Accountability #1

Deliver excellent customer experiences through reliable, dependable, predictable service by learning, mastering and consistently delivering quality results for the responsibilities of the position, and similar responsibilities.

### Accountability #2

Achieve the highest level of employee and community trust in how the District manages real estate transactions by communicating and working effectively with all levels of the organization, co-workers, customers, and external vendors, and similar responsibilities.

### Accountability #3

Maintain the public's confidence in the quality of the District's management of real estate transactions by practicing the fundamentals of right of way acquisition, real estate law, land surveying, and basic appraisals, and similar responsibilities.

### Accountability #4

Deliver exceptional value to our customers through continual improvement by learning to read and write legal documents related to the District's real estate services, and similar responsibilities.

### Accountability #5

### Accountability #6

### Accountability #7

<b>Accountability #8</b>
<b>Accountability #9</b>
<b>Accountability #10</b>

#### Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

#### Qualifications – Education and Experience

***Minimum Required Education and Experience:***

Bachelor's Degree in Business Administration, Real Estate, or related field;

OR

Four (4) years of business office, customer service, real property rights acquisition, or related experience.

***Preferred Education and Experience:***

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

Ability to become a Notary Public  
Valid Washington State Driver's License with a good driving record

### **Preferred License(s) and/or Certification(s):**

Completion of the following International Right of Way Association (IRWA) classes:  
Principles of Land Acquisition  
Principles of Real Estate Negotiations

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Work effectively as a team member  
Use independent and discretionary judgment  
Learn and apply District Directives and Policies  
Perform and successfully complete assigned tasks and projects with minimum to intermediate direction  
Ability to operate a motor vehicle for weekly recording of documents, site visits and training  
Learn to read, interpret and write legal descriptions  
Work with confidential information  
Ability to learn the Districts computer systems as well as GIS

### **Preferred Skills and Abilities:**

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships

- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

### Physical Demands List

### Frequency

Sit	Frequent (34-66%)
Walk	Occasional (11-33%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Frequent (34-66%)

Fine finger manipulation	Constant (67-100%)
Operate foot controls	Frequent (34-66%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

Understand and carry out simple oral instructions	Constant (67-100%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)

### Comprehension

Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Frequent (34-66%)

### Reasoning

Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Occasional (11-33%)

### Organization

Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)

Direct work activities of others	Never
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Frequent (34-66%)
Work for long periods of time	Never
Work on several tasks at the same time	Constant (67-100%)
<b>Additional Mental Demands not listed above and associated frequency below.</b>	

<b>Work Environment</b>	
<b>Environmental Conditions List</b>	<b>Frequency</b>
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never
<b>Additional Environmental Conditions in this job not listed above and the associated frequency below.</b>	
<b>Risk Conditions List</b>	<b>Frequency</b>
Exposure to Heights	Never
Exposure to Electricity	Occasional (11-33%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Seldom (1-10%)
Working with angry customers	Occasional (11-33%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

#### **On-Call Status and Frequency**

**On-Call is required.**

- ☐ Yes
- ☒ No

**On-call activities and frequency.**

#### **Work Location**

**The primary assignment for this position is:**

- ☐ Remote
- ☒ Office Hybrid
- ☐ On-Site
- ☐ Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.