

Department: Legislative & Planning Services

Division: Legal Services

Position: Realty Officer

At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Halton is committed to providing accommodations throughout the recruitment process. If you require accommodation please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Note:

This is a temporary full time position working 35 hours per week for up to eighteen (18) months.

Halton Region serves more than 580,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions.

Purpose:

Reporting to the Manager of Realty Services, this role is responsible providing technical, appraisal and negotiating assistance in support of Public Works municipal infrastructure projects.

Preferred

The ideal candidate has a degree in Business, Economics, or Urban Land Use Planning and direct experience in the field of Appraisal and/or Right of Way Acquisition. The successful candidate will be independently motivated and work well in a virtual and interactive team oriented environment. Superior oral and written communication skills, with demonstrated negotiation, presentation, analytical, time management and relationship building skills are required, as is familiarity with virtual meeting software. Related experience in the realty field with exposure to both negotiations and appraisals is preferred. Familiarity with Microsoft Office, GIS, and various database/inventory/land management software an asset, with experience in utilizing database functionality in Excel considered a particular asset. An equivalent combination of education and experience will also be considered.

Background:

Working Conditions:

Flexibility in work schedule is required for work outside core office hours as needed. Travel will be required and incumbent must provide their own transportation. The incumbent will be required to provide a copy of their driver's license by their first day of employment.

Duties:

- Assists with the negotiation and acquisition or disposal of various types of real property interests.
- Analyzes appraisal reports completed for various interests in real property including fee simple, leases, licenses, easements and partial interests.
- Drafts, reviews and interprets technical and legal agreements.
- Assists with preparation of standardized legal documents including Property Purchase Agreements, License Agreements and Leases.
- Assists with the preparation of Council Reports and real estate market reports.
- Conducts comprehensive research in support of cost/benefit analysis, mitigation strategies and other purposes relating to real property interest and projects.

- Interprets and utilizes technical information including Construction Plan and Profile Drawings, Reference Plans and Environmental Study Reports.
- Assists with creation, implementation, and administration of real estate inventories and land management systems.
- Responds to inquiries on vacant land, property boundaries, ownership rights and availability of Regional property.
- Performs other duties as assigned.

Posted: September 17, 2020

Posting Expires: October 01, 2020

Posting #: LP-331-20

Apply Online at: [Halton Job Postings](#)

If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.