



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Public Works**

Division: **Real Estate Services**

Position: **Right of Way Agent II or III**

Who may apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 121: \$4,620 – \$6,212/Mo. (DOQ)**
Grade 123: \$5,053 – \$6,796/Mo. (DOQ)

Posting Opens: **September 16, 2022**

Closing Date: **Open Until Filled**

DEPARTMENT / OFFICE

This position is available in the Lewis County Public Works Department, Real Estate Services Division, 2025 NE Kresky Avenue, Chehalis.

POSITION SUMMARY

Employees in these classifications perform technical work associated with negotiation and acquisition of rights of way for road maintenance, construction, and utility projects. Project Management methodology is used to complete tasks related to: title examination, appraisal, audit, acquisition and/or disposal of real property; property management; franchise agreements, leasing agreements, and preparation of land use and right of way permits.

Dependent on level of classification, incumbents apply varying levels of technical knowledge and practical experience to accomplish required essential functions.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

HOW TO APPLY

To view application materials, job description, and to apply online, go to <https://jobs.lewiscountywa.gov>

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions, and possesses the knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

Right of Way Agent II

- Associate's degree with major course work in real estate or related discipline and three (3) years as a Right of Way Agent I

or equivalent. Additional experience may be substituted for education on a year for year basis.

- A valid Washington State issued Driver's License is required.
- Possession of, or ability to obtain a Washington State Notary Public Commission within thirty days of employment is required for continued employment.

Right of Way Agent III

- Bachelor's degree with major course work in real estate or related discipline and three (3) years as a Right of Way Agent II or equivalent. Additional experience may be substituted for education on a year for year basis.
- A valid Washington State issued Driver's License is required.
- Possession of, or ability to obtain a Washington State Notary Public Commission within thirty days of employment is required for continued employment.
- A Washington State Real Estate Appraiser's License or the ability to obtain Trainee status within one year of employment.

Desirable Qualifications:

- Knowledge of standard roadway construction practices.
- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing public works projects, including County Road Administration Board (CRAB) regulations and standards,
- Senior Right of Way (SR/WA) designation through the International Right of Way Association (IRWA).

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Letter of Interest Outlining Work Experience and Qualifications**
- ✓ **Resume clearly outlining current/previous work experience and education**
- ✓ **Specific technical training and certifications are required**
- ✓ **Authorization to Release Information**

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.