



## **PUBLIC WORKS RIGHT OF WAY AGENT I JOB DESCRIPTION**

Job Title: **Public Works Right of Way Agent I**

Job Code: **ROW100**

Pay Grade: **119**

Effective Date: **February 2022**

FLSA: **Non-Exempt**

Revision Date: **February 2022**

### **NATURE OF WORK**

Under close supervision, learns to perform technical work associated with negotiation and acquisition of right of ways and limited property management as related to the needs of Lewis County related to title examination, appraisal, acquisition and/or disposal of real or personal property; property management; negotiation of contracts, franchise agreements, leasing agreements, and preparation of land use and right of way permits. Duties typically include work related to vacant, residential, commercial, agricultural, public utility, exempt, recreational, and/or industrial properties.

### **ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Respond to inquiries from public, county departments, contractors, developers, and outside agencies; conduct research in response to inquiries. Interpret and explain procedures, policies, and local, state, and federal regulations.
- Assist with property valuations of real property through review of right of way maps, commissioners' records, plat books, engineering reports, title searches, and other records or materials. May include property inspection to determine property damages or improvements. Prepare applicable reports and documents as required.
- Locate property owners and obtain permission for a variety of County activities, such as right of way staking or temporary construction permits. Inform owners of their rights, applicable laws, and regulations.
- Assist with preparation of required legal instruments necessary to acquire rights of way.
- Assist with preparation of disposal recommendations for rental, public sale, or demolition of acquired real property and prepare required legal instruments.
- Assist with the preparation and administration of land use and right of way permits for compliance with county policies, regulations, and applicable laws.
- Assist with the preparation and administration of road vacation requests for compliance with county policies, regulations, and applicable laws.
- Write legal property descriptions of rights of way and draw scaled plats for filing of deeds. Maintain files of property records, departmental maps, section activities, and correspondence.
- Perform other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level of the series. Incumbents at this level generally perform tasks that are guided by established procedures or in a supportive role to the higher level agents.

The Right of Way Agent I classification is distinguished from the higher levels by the lesser degree and breadth of technical expertise required. Initially perform specialized tasks and complete general and/or routine support assignments. Close supervision is required for new assignments and/or the occasional task that is more complex. Problems are reported to the assigned lead worker or supervisor. Once trained, routine and repetitive tasks are monitored periodically.

**WORKING ENVIRONMENT:**

Work is performed in an office environment, with routine field assignments. Field assignments occur in all weather conditions, and are subject to stressful situations when dealing with property owners. Some work is performed in undeveloped terrain.

**EMPLOYMENT STANDARDS:**

Associate's degree in real estate, business, finance, or other related discipline, and one (1) or more years of progressively responsible work experience in the real estate or right of way field. Additional experience may be substituted for education on a year for year basis.

Possess and maintain a valid Washington State Driver's License.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Basic principles and methods of negotiating, appraising, and determining ownership of property rights
- Laws and procedures pertaining to the acquisition of land
- Property descriptions, transactions, and title records and of the standard systems of filing real property records and instruments
- Principles of property evaluation

**Ability to:**

- Work independently with minimum instructions
- Understand and execute oral and written instruction and interpret plans and sketches
- Locate, read, and interpret maps, plans, and property descriptions
- Conduct thorough research utilizing wide variety of resources
- Maintain documents and records in accordance with department standards
- Understand, interpret, and apply the terms of leases and other formal property agreements
- Establish and maintain effective working relationships with co-workers, property owners, and other agencies
- Understand and follow written and verbal instructions
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner