



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Real Estate Services

Position: Public Works Right of Way Agent I (.75 FTE)

Who may apply: Any Qualified Applicant, with preference given to AFSCME 1341 represented employees.

Employment status: Regular Full-Time  
(.75 FTE/30 hrs. a week)

Salary range: Pay Grade 119 (at .75 FTE):  
\$26.14 - \$35.17/hour (DOQ)

Posting opens: October 8, 2024

Closing date: Open until filled

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## DEPARTMENT / OFFICE

This position is available in the Lewis County Public Works Department, Real Estate Services Division located at 57 W. Main Street., Chehalis, WA.

## POSITION SUMMARY

This is an FLSA non-exempt represented position by the AFSCME, Local 1341 Collective Bargaining Unit.

This is the entry level of the Right of Way Agent job classification series. Incumbents at this level generally perform tasks that are guided by established procedures or in a supportive role to the higher-level agents. This position reports to the Real Estate Services Manager.

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.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification.

See <https://jobs.lewiscountywa.gov> for complete job description.

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## HOW TO APPLY

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

Late applications will not be accepted.

## 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 identified in the job description. Preference will be given to existing AFSCME 1341 represented employees.

## MINIMUM QUALIFICATIONS

- 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.
- Must possess and maintain a valid Washington State Driver's License.

### *Desirable Qualifications:*

- 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 of the standard systems of filing real property records and instruments.
- Principles of property evaluation.

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## APPLICATION REQUIREMENTS

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

**Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter – Please see Supplemental Cover Letter Requirements
- ✓ Resume

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**Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.**

*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 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.*

**NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.**