



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Real Estate Services

Position: Right of Way Agent II or III (2 Positions)

Who May Apply: Any Qualified Applicant AFSCME 1341 bargaining unit employees

Employment Status: Regular Full-Time

Salary Range: Grade 121: \$5,097 - \$6,853/Mo. (DOQ)

Grade 123: \$5,576 - \$7,498/Mo. (DOQ)

Posting Opens: May 9, 2025

Closing Date: May 16, 2025, at 4:00 p.m.

DEPARTMENT / OFFICE

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

POSITION SUMMARY

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

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

HOW TO APPLY

Any interested Lewis County AFSCME 1341 bargaining unit employee should visit <https://jobs.lewiscountywa.gov> to view the application materials and job description, and apply online by 4:00 p.m., May 16, 2025.

Late applications will not be accepted.

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.

WHO MAY APPLY

This recruitment is open to any qualified Lewis County AFSCME 1341 bargaining unit employee who meets the minimum qualifications, and can perform the essential functions, with or without accommodation, and possess 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.
- Possess and maintain a valid Washington State Driver's License.
- 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 Broker's License is desirable.

RIGHT OF WAY AGENT III

- Bachelor's degree in real estate or related discipline and five (5) years or more of progressively responsible work in real estate or the 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.
- 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 Broker's License or the ability to obtain within 6 months 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:

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

- ✓ Letter of Interest Outlining Work Experience and Qualifications
- ✓ Resume clearly outlining current/previous work experience and education
- ✓ Specific technical training and certifications are required.

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.