



PUBLIC WORKS RIGHT OF WAY AGENT II JOB DESCRIPTION

Job Title: Public Works Right of Way Agent II

Job Code: ROW110

Pay Grade: 121

Effective Date: February 2022

FLSA: Non-Exempt

Revision Date: February 2022

NATURE OF WORK

Under general supervision, employees perform technical work associated with negotiation and acquisition of right of ways and limited property management as related to the needs of Lewis County. An employee in this class is responsible for completing or assisting with tasks 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.
- Perform 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 claim settlements for the maintenance, protection, sale, and removal of buildings within acquired rights of way. Prepare required legal instruments necessary to acquire rights of way.
- Prepare and/or provide disposal recommendations for rental, public sale, or demolition of acquired real property and prepare required legal instruments.
- Prepare, review, and/or administer land use and right of way permits for compliance with county policies, regulations, and applicable laws.
- Prepare, review, and/or administer 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.
- On occasion, represent Public Works at public meetings and at public hearings before the Hearing Examiner and Board of County Commissioners. Prepare and review exhibits and documents for presentation.

- Assist Real Estate Services Manager in development and implementation of section objectives, plans, policies, and procedures. Assist or lead development of oral and written policies and procedures.
- Assist in the development and/or management of consultant contracts.
- May assist attorneys in the preparation of court cases.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey level of the series. Incumbents in this classification work independently and perform a full range of tasks.

The Right of Way Agent II classification is distinguished from the Right of Way Agent I by the complex nature of assignments which require a high level of knowledge and technical expertise. Incumbents are expected to exercise initiative and make sound decisions, generally within the scope of established policies, rules, and regulations. Incumbents may be responsible to review the work of others, provide direction or training, and/or be assigned as a lead worker. Incumbents work under the general direction of their supervisor, and work is reviewed periodically to ensure conformance and measure results.

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 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.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Real estate title and appraisal work and practices used in real property transactions
- Basic principles and methods of negotiating, appraising, and determining ownership of property rights
- Laws and procedures pertaining to the acquisition of land
- Legal instruments affecting the transfer, sale, and lease of real property
- Federal and state laws and regulations pertaining to real estate acquisition and appraisal
- Property descriptions, transactions, and title records and of the standard systems of filing real property records and instruments
- Principles of property evaluations

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