



PUBLIC WORKS RIGHT OF WAY AGENT 3 JOB DESCRIPTION

Job Title: Public Works Right of Way Agent 3	
Dept./Division: Public Works/Real Estate Services	Job Class Code: 1383
Pay Grade: 123	PCN: 1383001
FLSA: Non-Exempt	Effective Date: August 1, 2025
Representation Status: AFSCME Local 1341	Revision Date: November 21, 2025
Reports To: Real Estate Services Manager	

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 the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Provide leadership and direction to the other right of way agents.
- Interface with other Divisions and Department within Lewis County.
- 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.
- Arrange claim settlements for the maintenance, protection, sale, and removal of buildings within acquired right of way. Prepare required legal instruments necessary to acquire right of way.
- 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, represents 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 or lead the development and/or management of consultant contracts.
- Assist attorneys in the preparation of court cases.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the expert level of the series. Incumbents in this classification independently perform the full range of tasks and may be assigned to complete the most complex assignments.

The Right of Way Agent III classification is distinguished from the lower levels by the complex nature of assignments which require the highest level of knowledge and technical expertise. Incumbents are expected to exercise initiative and make sound decisions and may address issues which are not explicitly covered by established policies, rules, and regulations. Incumbents are responsible for reviewing the work of others, providing direction or training, and/or being assigned as a lead worker. Incumbents work independently under the general direction of their supervisor.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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.

QUALIFICATIONS:

REQUIRED: Education, experience, certifications, etc.

- 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 six (6) months of employment.

PREFERRED: Education, experience, certifications, etc.

- 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).

- Appraisal experience, highly desirable.
- Right-of-Way experience

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):

Knowledge of:

- Washington State Department of Transportation Right-of-Way Manual.
- 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.
- County policies and procedures.

Skills in:

- Data entry and records management.
- Organization and time/workload management.
- Operating a personal computer with Microsoft Office.
- Scheduling appointments, booking rooms, and calendaring meetings and training.
- Writing in plain language, using correct spelling, grammar, and appropriate formatting.

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 a wide variety of resources.
- Maintain documents and records in accordance with departmental 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.

Behaviors:

- Regular, reliable attendance with minimal unplanned absences.
- Earn trust and respect through honesty, professionalism, and maintaining confidentiality.
- Accept personal responsibility for work, actions, and words.
- Listen to understand various perspectives.
- Demonstrate initiative to learn, share information, and improve processes.
- Build constructive working relationships with colleagues and stakeholders.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date