



RIGHT-OF-WAY AGENT 2

Department: Planning and Public Works
Job Class #: 930100
Pay Range: Engineering/Technical 09

FLSA: Non-Exempt
Represented: yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible work in the field of land acquisition and property management as related to the needs of Pierce County. An employee in this classification is responsible for conducting appraisals, acquiring easement and fee interests in real property, property management problems and basic relocation assistance, and providing leadership to lower level agents. Assignments are accompanied by general instructions and are carried out independently.

SERIES CONCEPT: This job series consists of three levels. The Right of Way Agent 2 is the second level in the series. This job class is distinguished from the Right of Way Agent 1 by performing complex land acquisition assignments and negotiations with property owners.

ESSENTIAL FUNCTIONS:

- Negotiate for purchase or lease of land parcels, or file report with Prosecuting Attorney for Public Use and Necessity Hearing and condemnation.
- Appraise real property and serves as review appraiser; determine property damages, and prepare required reports and documents.
- Prepare Project Funded Estimates to include estimates of property damages and preparation of required documents.
- Effect claim settlements with property owners for the acquisition of land and improvements; inform owners of their rights, applicable laws, and regulations.
- Review right of way strip maps, commissioners' records, plat books, engineers' reports and other records or materials. Make, or acquire, title searches.
- Inspect property to be acquired; contact property owners and obtain permission for a variety of County activities, such as right of way staking or temporary construction permits.
- Write legal property descriptions of rights of way and draw scaled plats for filing of deeds.
- Prepare and review exhibits and documents for presentation to elected officials and the general public; represent department's position at council and public meetings.
- Arrange for the maintenance, protection, sale and removal of buildings within acquired rights of way; provide relocation assistance to individuals affected by proposed construction.
- Conduct extensive research efforts, using all government and private resources available.
- Provide extensive research assistance to the public and other government entities.
- Appear in court or before community organizations to explain department programs and positions and appear as part of the foreclosure and condemnation legal process.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Complete all activities related to property vacations, prepares petitions and ordinances, and attend related public hearings.
- Appraise real property and serves as review appraiser, determine property damages and prepare reports.
- Review right of way strip maps, commissioners' records, plat books, engineers' reports and other records or materials. Make or acquires title searches.
- Coordinate all activities associated with the Road Improvement District (RID) Program; attends public hearings and related meetings to explain RIDs and other right of way matters.
- Participate in the selection, coordination, and monitoring of consultants providing title review, real property appraisal, and other related services.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general supervision of the Right of Way Agent 3. Assignments are performed with considerable independent use of judgment and discretion. The Right of Way Agent 2 does not supervise lower level Right of Way Agent 1 staff but provides direction, assistance and guidance as needed.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. The Right of Way Agent 2 works in an office environment on a daily basis and performs field assignments routinely. Travel to various field sites and meeting locations may be required. Work is performed on a regular scheduled basis. The work is subject to stressful situations while dealing with property owners. Work outdoors in all types of weather conditions is required. Work occasional evenings, weekends, and holidays.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The physical activities include the use of finger dexterity to use and operate a personal computer and related office equipment; reading and analyzing complex engineering reports, property descriptions, atlases and maps; communicating both verbally and in writing; using eye sight to inspect and conduct field work; sitting at a desk for prolonged periods of time; working outdoors in adverse weather conditions and uneven terrain; driving, and working in a stressful environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Real estate title and appraisal work and practices used in real property transactions.
- Laws and procedures involved in the acquisition of land.
- The methods and techniques used in negotiating and in appraising, acquiring and managing property and property damage claims.
- Legal instruments affecting the transfer, sale and lease of real property.
- Federal and state laws and regulations pertaining to real estate acquisition and appraisal.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Work independently and exercise sound judgment.
- Efficiently negotiate with property owners and to overcome resistance from others in accomplishing county goals.
- Read and interpret routine maps, condemnation plans and property descriptions.
- Establish and maintain effective relationships with co-workers, property owners and the public.
- Keep records and to prepare reports on activities as required.
- Speak publicly, retain information as necessary in giving testimony at hearings and trials.
- Read and understand construction plans as they relate to acquisition of property and property damage.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in real estate or related discipline and one year of related experience is required. Additional experience or education may be substituted for the recruiting requirement.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of, or ability to obtain, a valid Washington State driver's license within thirty days of employment and possession of, or ability to obtain, a Washington State Notary Public Commission within thirty days of employment. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. A Washington State Real Estate Salesperson or Broker's License is desirable.