



## RIGHT-OF-WAY AGENT 1

**Department:** Planning and Public Works  
**Job Class #:** 930000  
**Pay Range:** Engineering/Technical 06

**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 technical work in the field of right of way and land acquisition and limited property management as related to the needs of Pierce County. An employee in this class is responsible for providing information to the public, researching complex right of way and property ownership, and assisting higher level agents. While assignments may be received in specific or general terms, an employee is expected to exercise initiative and judgment in carrying out reoccurring assignments according to established standards, policies and procedures.

**SERIES CONCEPT:** This job series consists of three levels. The Right of Way Agent 1 is the first level in the series. This job class is distinguished from the Right of Way Agent 2 by working in a supportive role to the higher level agents and it assists with negotiations for purchases or lease of land parcels.

### **ESSENTIAL FUNCTIONS:**

- Review right of way strip maps, commissioners' records, plat books, engineering reports and other records or materials.
- Make, or acquire, title searches to locate property owners.
- Inspect property to be acquired; contact property owners and obtains permission for a variety of County activities, such as right of way staking or temporary construction permits.
- Write legal descriptions of right of way and properties; draw scaled plats.
- Assist in negotiations for purchase or lease of land parcels; may handle routine negotiations independently.
- Respond to routine inquiries from the public, other departments, and outside agencies; conduct research in response to inquiries. Interpret and explain procedures, policies, state and federal regulations.
- Complete all activities related to property vacations; prepare petitions and ordinances, attend public meetings, respond to questions, and process monies collected.
- Maintain files of departmental maps, section activities, and correspondence.
- 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.

### **OTHER JOB FUNCTIONS:**

- Receive incoming telephone calls to the department and direct them to the proper person or answer questions.
- Support activities of higher rank right of way agents by processing related forms and documents.
- Perform other related duties as required.

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**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the supervision of the Right of Way Agent 3 who assigns and reviews work in progress or upon completion. The Right of Way Agent 1 does not perform supervisory duties.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The Right of Way Agent 1 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 and may include evening or week end assignments.

**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, title searches, atlases and maps; communicating with the public and property owners interpreting and explaining departmental policies, procedures, and regulations; using eye sight to conduct field inspections; sitting at a desk for prolonged periods; walking in uneven terrain and weather conditions; and driving to various site locations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- The 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, and of the standard systems of filing real property records and instruments.
- The principles of property evaluation.

**Skill in:**

- Use and operation of a personal computer and related office equipment.

**Ability to:**

- Work independently with a minimum of instructions.
- To understand and execute oral and written instructions and to interpret plans and sketches.
- Locate, read, and interpret maps, plans and property descriptions.
- Conduct thorough research utilizing a wide variety of resources.
- File a variety of materials according to department standards and to prepare reports on activities.
- 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 the public.
- Work occasional evenings, weekends, and holidays.
- Work outdoors in all types of weather and traverse uneven terrain.
- 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.

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**KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

**Ability to: (continued)**

- 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:** An Associate of Arts degree in real estate, business, finance, or other related discipline, or two or more years of progressively responsible work experience in the real estate or right of way field. Additional experience or education may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Possession of, or ability to obtain, a Washington State Driver's License within thirty days of employment and possession of, or ability to obtain, a Washington State Notary Public Commission with in thirty days of employment is required for continued employment. A Washington State Real Estate Sales or Brokers License is desired. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.