



## **ASSISTANT IN RIGHT OF WAY**

### **DEFINITION**

Under general supervision, performs office and field duties concerned with transportation related property appraisal and acquisition for the Right of Way program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry level position in the Right of Way class series. Incumbents are responsible for performing specialized work related to property acquisition for transportation related projects, and the disposition of existing County easements and rights of way. The duties of this position require considerable public contact. This classification is distinguished from Associate Right of Way Agent in that the latter is the journey level in this series, engaged in performing difficult and complex property appraisal, negotiation, and acquisition functions.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Assists members of the public with questions relative to land rights.
- Researches and obtains information on property titles, ownerships, easements, and land uses by investigation of various parcel records.
- Reviews, verifies, and approves necessary documents to process vacations and abandonment of streets and other public service easements, including posting notices, and collecting fees.
- Notifies all affected departments and utility companies relative to abandonment of easements and general vacations.
- Prepares Board of Supervisors agenda items; attends Board of Supervisors meetings and presents information as required.
- Schedules hearings concerning Abandonment of Easements, Irrevocable Offer of Dedications, and General Vacations.
- Interprets parcel maps, legal descriptions, grant deeds and exhibits, and plats.
- Examines preliminary title reports and determines exceptions as related to land rights.
- Performs a variety of technical support functions by preparing, reviewing and tracking documents related to determining ownership.
- Reviews a variety of documents for completeness and compliance with procedural requirements including title and escrow instructions, purchase agreements and consultant contracts.
- Prepares acquisition documents, legal descriptions, deeds and escrow instructions and analyzes conditions of title.
- Prepares contract documents for title company; coordinates with title company and ensures compliance with escrow instructions.
- Prepares right of way consultant contracts and monitors the administration of contracts.
- Prepares Purchase and Sale Agreements.

- Prepares statement of qualifications and posts public notices.
- Checks the accuracy of legal descriptions contained in easements and property transactions with business, private parties, and other government agencies.
- Meets with property owners to explain policies and procedures; presents documents and obtains signatures; obtains deeds and purchase contracts from property owners.
- Maintains or directs the maintenance of accurate real property records and files.
- Prepares correspondence, reports and other written materials.
- Maintains detailed records of all meetings with the public and of research conducted, sources cited, and any significant transactions.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of real property appraisal, determining ownership of property rights, title and escrow activities.
- Basic engineering terminology and techniques.
- Laws and procedures pertaining to the acquisition of land.
- Property descriptions, transactions, and title records.
- The standard systems of filing real property records and instruments.
- Use of computers and computer applications related to the work.
- Record keeping and report preparation methods.

### **Skill in:**

- Performing real property acquisition, management, transfer and disposal work.
- Preparing, reviewing and tracking agreements, contracts and other property-related documents.
- Communicating clearly and concisely, orally and in writing, to property owners.
- Analyzing, interpreting, explaining and applying complex technical policies, procedures, codes, statutes, descriptions and documents.
- Training others in work procedures.
- Understanding and interpreting parcel maps, plats, engineering plans, maps, survey and legal documents.
- Assisting in negotiations with property owners and parties of interest in property and explaining policies, plans and interests affecting properties.
- Organizing and prioritizing work and meeting critical deadlines.
- Maintaining organized and accurate records.
- Preparing clear, concise, accurate and complete reports, contracts, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Making effective public presentations of technical, complex, and often controversial information.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to completion of an Associate of Arts Degree with coursework in real estate, business administration, public administration, engineering or a related field;

**AND EITHER**

Two (2) years of administrative support experience at a level equivalent to the County's class of Administrative Technician which has involved the purchase, sale and management of real property,

**OR**

Two (2) years of experience performing appraisal or acquisition work involving fair market value as applied to transfer and sale of real property.

Additional qualifying experience may be substituted for the education on a year for year basis.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Must be a commissioned Notary Public in the State of California within the probationary period.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on surface streets, and make inspections; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking uneven terrain, and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Occasional standing, walking and stair climbing. Reasonable accommodations will be made for individuals on a case by case basis.

**ENVIRONMENTAL CONDITIONS**

Work is primarily performed indoors in an office environment and occasionally outdoors in all weather conditions; infrequent exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing policies and procedures.