



OCTOBER 2024
FLSA: NON-EXEMPT
BARGAINING UNIT: PL
JCN: 4119

ASSOCIATE RIGHT-OF-WAY AGENT

DEFINITION

Under general supervision, performs office and field duties concerned with transportation related property appraisal and acquisition for the Right of Way program; provides assistance and support to department staff regarding right of way activities.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the journey level class in the Right of Way class series. Incumbents are responsible for performing difficult, complex, and specialized work related to property appraisal and 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 and require the use of discretion and independent judgment. This class is distinguished from Right-of-Way Supervisor in that the latter is responsible for the coordination of the Right of Way Program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Examines engineering plans and property maps to determine extent of property requirements for road Right-of-Way acquisitions and easements.
- Checks the accuracy of legal descriptions contained in easements and property transactions with businesses, private parties, and other government agencies.
- Directs and reviews real property appraisals provided under contract or by other County Departments.
- Negotiates complex and/or difficult contract terms relating to real property transactions with businesses, private parties, and other government agencies.
- Prepares acquisition documents, purchase and sale agreements, legal descriptions, deeds and escrow instructions and analyzes conditions of title.
- Reviews acquisition documents for accuracy, and completeness; obtains or assists in obtaining necessary mortgage and lien releases.
- Meets with property owners to present appraisals and formal purchase offers; informs property owners of their rights, applicable laws and regulations.
- Obtains deeds and purchase contracts from property owners.
- Recommends settlement terms and courses of action.
- Initiates condemnation court orders if sale agreement cannot be secured.
- May attend public meetings as a representative of the County.
- May attend Board of Supervisors meetings to present information as required.
- Maintains accurate real property records and files.
- Maintains detailed records of all meetings with the public and of research conducted, sources cited, and any significant transactions.
- Assists in policy and procedure development and implementation.
- May assist in the preparation and review of right of way acquisition schedules, monitoring of right of way expenditures, and preparation and review of acquisition cost estimates.

- Provides assistance and support to department staff regarding right of way activities; assists and trains staff in the interpretation of plans, computation of areas and preparation of agreements and other areas of responsibility.
- May represent the department at conferences and meetings regarding right of way activities as needed.
- Coordinates the activities of right-of-way appraisal and acquisition with other divisions, departments, private and public organizations, and individuals.
- Prepares correspondence, reports and other written materials.
- Monitors work of professional services contracts for compliance with applicable laws, procedures, codes and deadlines.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of real property appraisal, negotiation, acquisition, relocation, title and escrow activities.
- Basic engineering terminology and techniques.
- Techniques, terminology and practices related to the acquisition, negotiation, and appraisal of real property.
- Applicable Federal, State and local laws, regulations, and policies related to eminent domain, easements, right-of-way, right-of-entry, real estate title, and other right-of-way technical, legal and financial activities.
- Use of computers and computer applications related to the work.
- Record keeping and report preparation methods.

Skill in:

- Performing complex, difficult and sensitive real property acquisition, management, transfer and disposal work.
- Preparing and reviewing complex legal descriptions of property, appraisals, agreements, contracts and other property-related documents.
- Training others in work procedures.
- Negotiating 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.
- Preparing clear, concise, complete and accurate reports, contracts, correspondence and other written materials.
- Maintaining organized and accurate records.
- 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.

Ability to:

- Understand roadway plans and construction methods, and explaining them to property owners orally and in writing.
- Understand and interpret engineering plans, maps, surveys and legal documents.
- Analyze, interpret, explain and apply complex technical policies, procedures, codes, statutes, descriptions and documents.

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 graduation from a four-year college or university with major course work in real estate, business administration, public administration, engineering or closely related field.

AND EITHER

Two (2) years of experience in right of way acquisitions equivalent to the County's class of Assistant in Right of Way or to the Caltrans class of Right of Way Agent, Range B,

OR

Three (3) years of professional real estate experience involving the purchase, sale, appraisal and management of real property, or negotiating for the donation or purchase of lands, improvements and rights of way for public purposes.

Additional qualifying experience may be substituted for the education on a year for year basis up to a maximum of two (2) years.

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.