



CLASSIFICATION NO. 157
Established: 12/10
FLSA: Non-Exempt
EEO: 3

RIGHT-OF-WAY TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to conduct the more routine right-of-way acquisition assignments; to process property appraisal, negotiation and relocation paperwork; to assist with property management; to research title records to determine ownership and encumbrances on properties; to review legal description documents; to assemble negotiation documents, minor plan preparation and/or revisions; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The Transportation Engineering Division within the Department of Transportation and Development provides professional and technical engineering support to the Planning and Transportation Maintenance Divisions and manages programs to implement improvements to the County's transportation system. Specific functions include traffic engineering, road engineering and surveying, traffic control engineering and maintenance, construction management and development coordination.

The Right-of-Way Technician performs routine technical right-of-way acquisition assignments. The incumbent does not perform negotiations which is a Right-of-Way Agent responsibility.

The Right-of-Way Technician differs from Right-of-Way Agent 2 which performs the full range of professional, journey-level right-of-way responsibilities, including negotiating for the acquisition of easements and rights of way. The Right-of-Way Technician also differs from Property Appraiser classifications which describe, classify and estimate the replacement cost of structures, obtain and analyze sales data and determine market value appraisals of property for tax assessment purposes; and from Property Agent classifications which perform professional property disposal work but do not perform technical right-of-way assignments.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs research for various right-of-way projects; gathers and compiles information for reports; summarizes responses to questions from property owners, attorneys, right-of-way agents and others.
2. Researches County assessor and other public records to identify ownership of property affected by existing or proposed facilities; reads highway right-of-way and construction plans; reviews standard title reports for accuracy of the vesting and legal description of property and identifies any conflicting issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances that might impact right of

way acquisition.

3. Reviews property descriptions for accuracy by comparing them to the project plans; reviews and resolves inconsistencies with the project team.
4. Receives and processes standard appraisal reports prepared by independent appraisers.
5. Drafts right-of-way documents and other materials for acquisition of easements.
6. Processes legal documents for acceptance and recording; prepares payment voucher documents and issues payments.
7. Assists with property disposal work including property management and marketing surplus properties.
8. Creates, organizes and maintains historic and current right-of-way files and other records; maintains master right-of-way list and any new right-of-way project update lists.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Concepts, methods and techniques for appraising property and establishing market value; methods and techniques for property recordation and property record search; Federal, state and local laws and regulations applicable to land and easement acquisition by public agencies; basic principles and practices of property and contract law; basic terminology, methods and practices of facilities engineering design, land-use planning, land surveying, mapping and construction processes; aspects of road construction and development projects; principles and practices of sound business communications.

Skill to: Communicate effectively, both orally and in writing; process technical data and legal requirements regarding right of way issues; understand and apply federal, state and local laws and regulations applicable to right of way processes; read and interpret legal descriptions; research and accurately establish property ownership; prepare clear, concise and comprehensive documents and reports; use tact, discretion and diplomacy in dealing with sensitive situations and concerned property owners; establish and maintain effective working relationships with managers, staff, consultants, representatives of other governmental agencies, property owners and others encountered in the course of work.

WORKING CONDITIONS

Occasional duties in the field require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven surfaces.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/16