Pierce County

Human Resources Department

EMPLOYMENT OPPORTUNITY

ACCEPTING ONLINE APPLICATIONS ONLY

RIGHT OF WAY AGENT 2 (Job #5113)

Public Works and Utilities, Transportation Division

SALARY RANGE: $31.27 - $39.95 per hour (2013 Rates)

CLOSING DATE: Must be received by 4:30 p.m., January 10. 2014

NATURE OF WORK

The current vacant position is in the Right-of-Way Section of the Transportation Division of the Public Works & Utilities Department. 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 reviewing and overseeing the development of appraisals, acquiring easement and fee interests in real property, assisting with 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. The incumbent, working within established Federal, State, and County guidelines, is expected to perform with limited supervision. Work is assigned and reviewed by an agent of a higher class or an administrative superior.

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 and review 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.

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.

RECRUITING REQUIREMENTS

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. Previous experience negotiating the purchase of land, lease of property or filing for Public Use and Necessity Hearings and condemnations is highly desired. **SPECIAL NOTE:** Requires satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Possession of, or ability to obtain, a valid Washington State Driver's license and Washington State Notary Public Commission within thirty days of employment. A Washington State Real Estate Salesperson or Broker's License is desirable. Must be able to traverse uneven terrain. Union membership is required within thirty days of employment. Successful completion of a Pierce County background investigation, which includes a criminal history check, is required prior to employment. Individuals who have been convicted of crimes (which includes a deferred sentence) involving drugs, dishonesty, burglary, theft/larceny, arson, bribery, DUI/DWI, forgery, fraud, insurance fraud, robbery, assault, and vandalism within the last ten years may not meet the recruiting requirements for this position.

SUPPLEMENTAL QUESTIONNAIRE

RIGHT OF WAY AGENT 2 (Job #5113)

Instructions: This questionnaire is part of the examination process and is mandatory. Your responses will be submitted during the online application process.

1. Explain in detail your experience in negotiating and acquiring partial acquisitions, full acquisitions, and easements for capital improvement projects.
2. Explain in detail your experience providing relocation assistance and advisory services in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act.
3. Describe in detail your knowledge and experience analyzing and reviewing appraisals and review appraisals for capital improvement projects.
4. Describe in detail your knowledge and experience working with engineering drawings, right-of-way plans, and drafting and reviewing legal descriptions.

APPLICATION AND SELECTION PROCESS

- **Complete and submit a Pierce County Employment Application online at: www.piercecountywa.org/jobs.**
- If you do not have internet access, please see the "Facilities with Internet/Computer Access" information in this job announcement.
- A resume in lieu of the online application is not acceptable.
- Pierce County will provide reasonable accommodation for persons with disabilities who are unable to submit an online application. Please notify the Human Resources Department (253) 798-7480, at least two days prior to the need.

To be considered for this classification, applicants must complete and submit a signed Pierce County employment application form (Pressing the "submit application" button in the Pierce County online employment application is considered an electronic signature and fulfills this requirement) and a response to the supplemental questions listed above by the closing date. Notify the Human Resources Department immediately of any address or telephone change.

This is a competitive selection process. Your responses on the application form and supplemental questionnaire will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

Pierce County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Human Resources Department at (253) 798-7480 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

Human Resources Department: (253) 798-7480 Job Information Line: (253) 798-7466 TDD: (253) 798-3965
Email: pchumanresources@co.pierce.wa.us Internet: http://www.piercecountywa.org/jobs

FACILITIES WITH INTERNET/COMPUTER ACCESS

Washington WorkSource Offices	
WorkSource Pierce 1305 Tacoma Ave So., Suite 201 Tacoma, WA 98402 Phone: 253-593-7300	Lakewood WorkSource Affiliate 5712 Main Street SW, Suite 200 Lakewood, WA 98499 Phone: 253-984-5400
Pierce County Library System	
Parkland/Spanaway 13718 Pacific Ave S Tacoma, WA 98444 253-548-3304	South Hill 15420 Meridian E South Hill, WA 98375 253-548-3303
Summit 5107 112th St E Tacoma, WA 98446 253-548-3321	Graham 9202 224th St E Graham, WA 98338 253-548-3322
Bonney Lake 18501 90th St E Bonney Lake, WA 98391 253-548-3308	Sumner 1116 Fryar Ave Sumner, WA 98390 253-548-3306
Gig Harbor 4424 Point Fosdick Dr NW Gig Harbor, WA 98335 253-548-3326	University Place 3609 Market Place W University Place, WA 98466 253-548-3307
Lakewood 6300 Wildaire Rd SW Lakewood, WA 98499 253-548-3302	DuPont 1540 Wilmington Dr DuPont, WA 98327 253-548-3326
Tacoma Public Library	
Main Library 1102 Tacoma Avenue South Tacoma, WA. 98402 253-292-2001	

*The resources listed above are only some of the locations with internet access. Any one of these resources can direct you to other offices or libraries.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pierce County that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

BENEFITS

VACATION LEAVE: Upon completion of 13 pay cycles (approximately six months) employees receive six days of vacation leave. Vacation accrues at the rate of 12 days per year initially, up to a maximum of 30 days per year.

SICK LEAVE: Employees receive six days of sick leave upon completion of 13 pay cycles (approximately six months). Sick leave is accrued at the rate of one day per month.

HOLIDAYS: Pierce County employees enjoy twelve paid holidays.

MEDICAL COVERAGE: Excellent choices of medical plans which include vision and prescription drug coverage are available for the employee and dependents.

DENTAL COVERAGE: Choice of dental programs which include orthodontic coverage for the employee and dependents.

LIFE INSURANCE: County paid life insurance for all full time/full benefit employees is effective the first day of employment. Additional life insurance is available at the employee's expense.

RETIREMENT: Pierce County employees participate in one of the Washington State Department of Retirement Systems plans. Employees and the County contribute jointly to the plan.

SOCIAL SECURITY AND INDUSTRIAL INSURANCE: Employees are covered by Social Security and the State Industrial Insurance Act.

IN ADDITION: Pierce County offers its employees an Employee Assistance Program which includes legal service access, Deferred Compensation, a Wellness Program, access to a credit union, commute assistance including transit subsidies, a variety of on-going training programs, direct payroll deposit, access to long term disability insurance, and flexible spending accounts.

PART-TIME EMPLOYEES receive pro-rated benefits.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained herein may be modified and/or revoked without notice.