

## **REAL PROPERTY AGENT II**

### **JOB PURPOSE AND SUMMARY**

Employees occupying positions of this class are Land Management Agents engaging in appraisals and/or negotiations for difficult and complex right-of-way acquisitions.

Incumbents assist in the training, coordination and review of all phases of right-of-way activities performed by Land Management Agents of a lower classification. Employees perform tasks with limited supervision requiring substantial use of independent judgment, within the scope of oral and written instructions, for which the employee is held accountable. Work is reviewed for overall effectiveness and satisfactory completion of assigned projects by an administrative supervisor.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Contacts and advises property owners of contemplated projects, alternative under consideration, and need for preliminary design work. Obtains permission for survey crews to enter property and to remove survey obstructions.
- Advises owners of need for and scope of projects, of the impact on their remaining property and of their rights under Federal and State laws and County ordinances, policies and procedures.
- Prepares appraisals for total acquisitions, partial acquisitions, before-and-after appraisals, easements, permits and damages. Performs all appraisals in accordance with current federal, state and County policies and procedures.
- Negotiates and acquires fee ownership, easements and permits of properties needed for County projects.
- Negotiates and acquires permits for temporary encroachments, spoils deposits, borrow pit sites, and other construction permits as required.
- Negotiates and acquires easements and fee ownership of properties for roads, slopes, storm drainage, sewer lines, pump stations and plant sites, electric and telephone transmission lines, park sites, greenways, maintenance sites, and for other County needs as required.
- Reviews acquisition documents for accuracy appropriateness, and completeness. Obtains, or assists title specialist in obtaining necessary mortgage and lien releases. Prepares escrow instructions for the closing of the more complicated acquisitions.
- Recommends condemnation action when negotiations cannot be completed in a timely manner.

- Assists with property management functions by recommending disposal, interim rental or county uses, or transfer of jurisdiction to other governmental units. Prepares general lease agreements. Assists at public auctions.
- Explains relocation assistance benefits to property owners and tenants. Searches market for "decent, safe, and sanitary" replacement housing. Officers relocation assistance in accordance with applicable Federal, State and County rules and regulations.
- Prepares estimates of right-of-way costs and participates in project meetings with Design Engineers and Land Management staff to assist in budgetary, alignment, feasibility and scheduling recommendations.

### **QUALIFICATIONS**

- 2 years of experience as Land Management I or work involving closely related duties.
- Possession of or ability to obtain a valid drivers license at time of hire.
- Possession of or ability to obtain status as Notary Public in the State of Washington within (6) months of hire.

**Considerable knowledge....**of appraisal and/or negotiation principles, policies, procedures and techniques.

**Knowledge of....**the application of depreciated replacement cost, capitalized income and a variety of market data comparison methods and techniques; legal descriptions of property and instruments of ownership; real estate and condemnation law, fundamentals of accounting, title work and property management; legal opinion, zoning and building code, map reading, land title reports and specialty appraisals; appraisal theory and technique as it applies to eminent domain; Federal, State and County real property acquisition and relocation assistance policies and procedures.

**Ability to . . .** read and interpret engineers highway plans, profile drawings surveys and maps; establish and maintain effective relationships with property owners, their representatives, coworkers and supervisors, other appraising personnel, engineers, bankers and attorneys; make clear verbal explanations of technical appraising information; communicate and express ideas effectively, orally and in writing; work flexible schedules to accommodate property owners schedules; maintain positive relationships with the property owners in stressful atmosphere which may frequently hold conflict and hostility; prepare clear, concise reports of activities; work over a wide geographic area with only general supervision; coordinate the work of and provide training for Land Management of a lower classification.

Office use: 6/22/00