



WASHINGTON COUNTY, OREGON
invites applications for the position of:

Right-of-Way Agent

An Equal Opportunity Employer

SALARY:

Hourly
\$31.95 - \$38.84

Annually
\$66,456.00 - \$80,787.20

OPENING DATE: 05/27/17

CLOSING DATE: 06/18/17 11:59 PM

THE POSITION:



JOB #2017-114

At Washington County, you are given opportunities and challenges to embrace your potential and achieve your personal best, every day. The Engineering and Construction (ECS) Division, Capital Project Management Section (CPM) within the Department of Land Use and Transportation is currently hiring for a **Right-of-Way Agent**. This is a group of professional and technical experts who collectively administer the planning, design, and construction of major transportation improvement projects throughout Washington County. These projects include roads, bikeways, bridges, sidewalks and rail, and all are intended to improve safety, reduce bottlenecks, and address transportation demands.

As the Right-of-Way Agent, you will be responsible for acquiring property rights for the right-of-way needed to construct county roadways and other projects. You will coordinate projects with federal, state, and local agencies, engineering firms and other county departments to ensure right-of-way requirements are in compliance with laws, rules, and regulations.

Successful candidates will possess experience and training utilizing the principles and practices of right-of-way, including knowledge of information required to obtain property rights, property law and practices, and financial principles and methods in appraising land based on zoning. Experience and training in the management of complex property transactions in acquisition, negotiation and the relocation of displaced individuals and businesses is also desired.

Washington County offers employees a collaborative culture, work-life balance, and a comprehensive benefits package. Working within Washington County provides daily opportunities to serve and build communities now and into the future. We are an equal opportunity employer with a commitment to a diverse and inclusive workforce. Women, minorities, veterans and people with disabilities are encouraged to apply.

ESSENTIAL JOB DUTIES:

Duties may include:

- Reviews development plans to determine property rights required to construct roadway projects as designed.
- Reviews legal descriptions, deeds, and documents utilized in right-of-way acquisition and recommends alternative plans for right-of-way acquisitions.
- Determines right-of-way compensation based on appraised values, negotiates for property rights, and obtains title chains, deeds, and tax information needed for property acquisitions; calculates and orders payments to property owners, appraisers, attorneys, and others involved in the acquisition process.
- Trains and advises other divisions about property acquisitions and compliance with rules and regulations.
- Engages in project planning tasks to include survey, studying maps, legal descriptions, and construction plans to become familiar with properties to be acquired for roadway and other capital project management projects.
- Provides input to project managers, engineers, and designers on project design through discussion and written correspondence regarding the impacts of the design and location alternatives.
- Uses construction plans to determine potential impacts to project property along with remaining and adjoining properties; establishes project budget and timelines for right-of-way activities and conducts field inspections of project property to determine the appraisal approach or approaches to take (i.e., market, cost, and/or income approach).
- Assists legal counsel for eminent domain proceedings and/or property condemnations.
- Enters into professional services contracts with fee appraisers and other professional service providers in accordance with state and federal laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Education and Experience:

A typical way to obtain the required knowledge and abilities would be:

A combination of a minimum of three (3) years of experience and education in the following:

- Progressively increasing experience and training utilizing the principles and practices of right-of-way, including knowledge of information required to obtain property rights, property law and practices, and financial principles and methods in appraising land based on zoning; **AND/OR**
- Experience and training in the managing of complex real property transactions in acquisition, negotiation and/or the relocation of displaced individuals and businesses.

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required.

Washington County organizes its positions into classifications. Classification descriptions are typically written broadly. To review this classification, please use this link: [Right-of-Way Agent](#).

Please be clear and specific in the applicable sections of the employment application about how your background is relevant. This information must also be consistent with your supplemental question responses if applicable.

Department of Motor Vehicle Records (DMV) Requirement

Driving a motorized vehicle is an essential function of this position. Successful applicants must possess a valid driver's license and an acceptable driving record. To review the Driver's License and Record Policy for Washington County and instructions for submitting appropriate DMV documentation, please use this link: [Driver's License & Records Policy](#).

If you are interested in applying for this position, please visit: www.washcojobs.org and apply to Job #2017-114.