

SNOHOMISH COUNTY CLASS SPECIFICATION

PARK PROPERTY SPECIALIST

Spec No. 2119

BASIC FUNCTION

To perform various duties and responsibilities for park property acquisition, land exchanges, and processing Parks Division Special Use Permits.

STATEMENT OF DUTIES

1. Orders, reviews, and interprets title reports and researches ownership from county records and other ownership data to determine legal status of the title.
2. Prepares, orders, or reviews intermediate level appraisals to estimate the value of real properties for park acquisition or permit issuance; identifies comparable properties and analyzes other market data using standard appraisal practices.
3. Writes determinations of value, sets fee schedules based on reviews of appraisals to be used as the basis of just compensation for park acquisition and permit issuance.
4. Reviews and administers permit applications for special uses of park lands and trails and determines compatibility of requested uses with established park and trail plans; reviews design/development plans and determines appropriate insurance requirements.
5. May contract and negotiate with property owners or their representatives for park acquisition and permit issuance.
6. May provide relocation assistance to all persons being displaced by the action of the County Parks and Recreation Division; notifies the land owner of eligibility and requirements for payment; determines relocation hardships and need for further counseling; prepares a relocation plan.
7. Inspects property to be acquired or permitted for special uses, contacts property owners for a variety of county activities such as appraisals, surveying, and environmental studies; coordinates with county departments, other government and regulatory agencies as necessary.
8. Prepares all documents required to convey titles to clear encumbrances, assists in processing title interest, ordering final title policies, reviewing and maintaining Parks Division real property, files.
9. Performs related duties as required.

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MINIMUM QUALIFICATION

Three (3) years of experience in property related field such as title researching, real property records or appraisal; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License or the ability to acquire a valid license within thirty (30) days is required for employment. Valid Washington State Notary Public appointment or the ability to acquire a valid notary within sixty (60) days of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- zoning, prospective zoning, planning requirements for development, building costs, depreciation and possible uses of property;
- methods and principles of negotiating, appraising and determining ownership of property rights;
- state and federal laws and guidelines pertaining to acquisition of land;
- state, federal and local grant reimbursement guidelines and processes;
- factors affecting property evaluation;
- real estate transactions and sales procedures;
- legal instruments used in property transactions;
- computer application in the appraisal process.

Ability to:

- read and interpret title reports to determine legal status of fee title and other title interests as they relate to the acquisition process;
- write intermediate level legal descriptions for full take and partial acquisition documents;
- review and interpret intermediate level engineering plans and reports;
- negotiate effectively for the acquisition of property rights in accordance with current federal, state and county laws and guidelines;
- prepare relocation plans and complete intermediate level relocation of residential and tenant owned properties in accordance with federal, state and county laws and regulations;
- write intermediate level appraisal reports for full take and partial acquisitions; review and prepare determinations of value for intermediate level appraisals;
- prepare preliminary estimates for proposed projects to be used to complete requests for funding;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively with a wide variety of individuals, individually and in groups, orally and in writing;
- work independently with a minimum of supervision;
- establish and maintain effective relationships with co-workers, personnel from other departments, property owners and the general public.

SUPERVISION

Employees report to and receive direction from the Park Real Property Administrator. Work is performed with some supervision. Progress is monitored through status reports and meetings.

WORKING CONDITIONS

Work is performed in the office and in the field making site visits. Physical hazard from traffic and driving in varying weather conditions may be present. Meetings or project requirements involve working evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1991
Previous Spec No.361308
Revised: August 2015
EEO Category: 5 - Paraprofessionals
Pay Grade: 239 - Classified Pay Plan
Workers Comp: 5306 Non Hazardous