

SNOHOMISH COUNTY JOB DESCRIPTION

REAL PROPERTY SPECIALIST I

Spec No. 2135

BASIC FUNCTION

To perform various duties and responsibilities in support of the right-of-way acquisition process and respond to right-of-way related requests in compliance with federal, state and county guidelines.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Orders title reports and researches ownership from county records for use by other agents; responds to miscellaneous requests from other departments as assigned; reviews and interprets title reports in order to advise staff on pending real estate matters.
2. Prepares legal documents for acquisition of rights-of-way; maintains acquisition files and reviews documents to be filed.
3. Assembles comparable sales data for review by other Right-of-Way personnel for use in appraisal reviews, determinations of value, and preliminary estimates of value.
4. Processes vouchers for payment to other departments and vendors; prepares and tracks document log; processes necessary submittals required to certify ownership of acquired rights-of-way.
5. Prepares, processes and tracks appraisal contracts and title orders; communicates with Finance for proper coding and documentation. Prepares reports for Federal Highway Administration (FHWA), Washington State Department of Transportation (WSDOT) and Title VI.
6. Assists in preparation of preliminary project estimates for funding requests under the direction of Right-of-Way personnel.
7. Researches and processes requests for street vacations and dedications of public rights-of-way.
8. Provides right-of-way related information to the public, both individually and in groups, and to other county staff members upon request.
9. Performs simple right-of-way negotiations; inspects property to be acquired; contacts property owners to obtain permission for a variety of county activities such as surveying, staking, and environmental or geo-technical studies.
10. Assists in processing and closing real property acquisition transactions related to right of way. Examines titles, clears title interests, orders final title policies, assists in closing; reviews files for regulatory compliance and assists in record management and processing to the archives. May assist other departments as requested.

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STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; AND one (1) year 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

Completion of or ability to complete IR/WA Course 101, Principles of Right-of-Way Acquisition is required within one (1) year of employment.

A valid Washington State Driver's License or the ability to acquire a valid license within thirty (30) days of employment.

A 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:

- basic principles and methods of negotiating, appraising and determining ownership of property rights
- laws and procedures pertaining to the acquisition of land
- property descriptions, transactions and title records and of the standard systems of filing real property records and instruments
- basic computer skills

Ability to:

- communicate effectively with a wide variety of individuals orally and in writing
- work independently with a minimum of instructions
- understand and execute oral and written instructions
- locate, read and interpret title reports, legal documents, maps, plans, sketches and legal descriptions
- conduct thorough research on property related matters utilizing a wide variety of resources
- file a variety of materials according to departmental standards and to prepare reports of activities
- establish and maintain effective working relationships with co-workers, property owners and the public

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SUPERVISION

Employees report to the Right-of-Way Supervisor and receive additional direction from other right-of-way personnel as assigned by the Supervisor. Work is performed with considerable independence and is reviewed through status reports and meetings. Specific instructions are given for unusual or nonroutine tasks.

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 or 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: November 1990
Revised: February 1996, April 2009, November 2016
Previous Spec No. 360309
EEO Category: 5 – Paraprofessionals
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 1501 Hazardous