

SNOHOMISH COUNTY JOB DESCRIPTION

REAL PROPERTY SPECIALIST II

Spec No. 2136

BASIC FUNCTION

To acquire rights-of-way for public projects and to prepare appraisals, true cost estimates and appraisal reviews.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews and interprets title reports and other ownership data to determine legal status of the title and interests in the title necessary to clear for certification of rights-of-way; prepares legal descriptions for acquisition of rights-of-way.
2. Prepares true cost estimates to identify funding requirements for acquisition of rights-of-way for specific projects.
3. Prepares or reviews appraisals to estimate the value of properties to be acquired by the county; identifies comparable properties and analyzes other market data using standard appraisal practices.
4. Writes determinations of value, based on reviews of appraisals, to establish just compensation of parcels to be acquired.
5. Prepares all documents required to convey title and to clear encumbrances of record; prepares relocation plans and assists tenants and owners through the relocation process as required under federal, state and county regulations.
6. Negotiates with property owners and/or their representatives for the purchase of all or part of their land for projects; negotiates with lien holders to clear title for certification of acquired rights-of-way.
7. Prepares written reports on property acquisitions for the County Council and submits requests for condemnations to Real Property Administrator.
8. Reviews land use documents, reviews engineering plans and reports, inspects properties to be acquired, draws scaled maps for use in identifying rights-of-way acquired or to be acquired; participates in the direction and monitoring of tasks performed by the Real Property Specialist.
9. Participates in presentations made at public meetings and provides general information to the public.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Three (3) years of experience in right-of-way related field such as property acquisition, title research, 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. Must have ability to become SR/WA candidate within one (1) year of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and principles of negotiating, appraising and determining ownership of property rights;
- state and federal laws and guidelines pertaining to acquisition of land right-of-way;
- factors affecting property valuation;
- real estate transactions and sales procedures;
- legal instruments used in property transactions.

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 legal descriptions for full and partial acquisition documents;
- review and interpret engineering plans and reports;
- negotiate effectively for the acquisition of property rights on projects in accordance with current federal, state and county laws and guidelines;
- prepare relocation plans and complete relocation of residential and tenant owned properties in accordance with federal, state and county laws and regulations;
- write appraisal reports for full and partial acquisitions;
- review appraisals and prepare determinations of value;
- prepare true cost estimates for proposed projects to be used to complete requests for funding;
- 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.

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SUPERVISION

Employees report to and receive direction from the 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 involves 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: November 1990 as Real Property Specialist II

Previous Spec No. 360312

Revised: August 1994

EEO Category: 5 – Paraprofessionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 1501 Hazardous