

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **RIGHT OF WAY INVESTIGATOR I**

Spec No. 3376

### **BASIC FUNCTION**

To coordinate the review and processing of applications pertaining to temporary traffic control work zones, public event/assembly permit applications and a variety of other right-of-way use permit applications; receives, logs and reviews complaints to determine routing to appropriate staff.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Receives, processes, and coordinates permit applications and complaints regarding traffic related issues.
2. Communicates and coordinates effectively with citizens and other County departments and divisions regarding Traffic Safety issues.
3. Prepares memos, and letters communicating with the public and others.
4. Reviews work zone construction and traffic control plans to determine completeness.
5. Develops case documentation including researching records to determine property ownership; permit and right of way history; obtains legal descriptions, and pertinent administrative and hearing examiner decisions; pictorial evidence and prepares written summary reports.
6. Provides information and gives guidance regarding right of way processes;
7. Provides general information and assistance to the public; explains services covered in policies, procedures, and schedules;
8. Locates information from counter records and provides it to the public as requested; provides the public with maps and handouts and files.

### **STATEMENT OF OTHER JOB DUTIES**

9. May be directed to issue reports, provide evidence and testimony on behalf of the department at public forums and appeal hearings.
10. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Two (2) years of related experience, preferably in the areas of local government planning/community development or Public Works permit administration, permit processing, construction plan review or inspection; and (2) years experience in traffic engineering, with one (1) year of the two (2) in customer service handling traffic related issues/complaints; OR, any

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### MINIMUM QUALIFICATIONS (Continued)

equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- manual on Uniform Traffic Control Devices
- effective customer service techniques
- surveying principals and practices
- engineering plans, specifications and drafting procedures applied to area of assignment

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines, technical data and related materials
- read and interpret legal descriptions
- read and interpret a variety of maps, charts, drawings and blueprints
- identify and resolve work related problems and conflict
- communicate effectively both orally and in writing with general public, other agencies, public officials, engineers, contractors, developers, and staff members
- work effectively under stress and to meet deadlines as required
- prepare a variety of correspondence, reports, and other written materials and documents
- assess the relative advantages and disadvantages of alternative courses of actions
- use personal computer and job-related software

### SUPERVISION

Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems, although assistance from supervisor is available when especially difficult problems are encountered. Work is periodically evaluated by supervisor.

### WORKING CONDITIONS

The majority of work is performed in an office environment and may include working outdoors in all types of weather throughout the county.

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

[EEO policy and ADA notice](#)

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Class Established: March 2011

Revised: November 2015

EEO Category: 3 - Technicians

Pay Grade: 238 - Classified Pay Plan

Workers Comp: 5306-Non-Hazardous