

LINN COUNTY CLASSIFICATION

TITLE: RIGHT-OF-WAY SPECIALIST 1
NUMBER: 241
PAY RANGE: 12
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2011-250
DATE: July 12, 2011

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of technical records research tasks related to the acquisition and vacation or rights-of-way. Assists with the maintenance of Road Department right-of-way records and processes right-of-way permits.

SUPERVISION RECEIVED: Works under the task supervision of the Right-of-Way Specialist 2, who assigns duties and reviews work for conformance to state laws and county policies.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Research County records for necessary right-of-way actions including identifying right-of-way width and location and the existence or status of right-of-way permits.
2. Conduct field inspections pertaining to road locations and draft road locations per road records for possible legal actions.
3. Assist in the preparation and processing of right-of-way permits.
4. Ability to maintain road and survey records and effectively retrieve information therefrom and answer questions relating to roads from the public and other offices.
5. Use Geographical Information System (GIS) to retrieve information and prepare maps.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable.)

KNOWLEDGE, SKILL AND ABILITY: Basis knowledge of principles of surveying and engineering drawings; knowledge of legal descriptions of property and real estate laws; working knowledge of property values and methods of appraising; skill in maintaining effective public relations; ability to read maps, blueprints; ability to keep accurate records. Ability to operate a personal computer and effectively utilize word processing, spreadsheet and GIS software applications.

EXPERIENCE, EDUCATION AND TRAINING: An Associate Degree in Engineering Technology from a recognized technical school, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record. Possession of a State of Oregon Notary Public Commission.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in an office environment and outside at field work sites in all weather conditions. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be able to lift and carry up to fifty (50) pounds.