

# **LINN COUNTY CLASSIFICATION**

**TITLE: RIGHT-OF-WAY SPECIALIST 2**  
**NUMBER: 242**  
**PAY RANGE: 14**  
**CATEGORY: SEIU**

**APPROVAL ORDER**  
**NUMBER: 2011-251**  
**DATE: July 12, 2011**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Appraises real property for highway construction; negotiates for the purchase or lease of real property or the sale of surplus real property. Maintains Road Department right-of-way records and processes right-of-way permits.

SUPERVISION RECEIVED: Works under the direction of the Roadmaster who assigns and reviews work for conformance to state laws and county policies.

SUPERVISION EXERCISED: Exercises task supervision over an assistant Right-of-Way Specialist 1 providing technical assistance and training.

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. Negotiate with property owners for acquisition of right-of-way for roads. Purchase property and obtain deeds.
2. Make land sale studies of property to determine land value for acquisition of right-of-way.
3. Write legal descriptions for deeds for right-of-way acquisition and for final orders for acceptance into County road records.
4. Prepare right-of-way and other maps using Geographical Information System (GIS) software.
5. Make title searches to identify property owners.
6. Furnish County Attorney with necessary documents and descriptions for final orders for acceptance of public and county roads by Board of Commissioners.
7. Research deed records, road records, County Court Journals, road files and Assessor's records for inquiries from Board of Commissioners, County Attorney, Planning Department, Assessor's Office, Surveyor's Office, Road and Engineering Department and the public in general.
8. Receive permit applications, process permits, issue permits and maintain database.
9. Control road files to insure that petitions to Board of Commissioners are acted upon and finalized.

10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. 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: Considerable knowledge of valuation work and familiarity with property values, factors affecting property values and methods of appraising property. Considerable knowledge of requirements as to form and content of legal documents, particularly deeds, mortgages, contracts, leases, etc. Reasonable knowledge of real estate law. Reasonable knowledge of engineering and methods and practices as related to highway surveying. Considerable knowledge of geographical information systems and software.

Ability to establish and maintain harmonious working relationships with the general public and other county employees. Ability to communicate effectively, both orally and in writing. Ability to operate a personal computer and effectively utilize word processing, spreadsheet and GIS software applications.

EXPERIENCE, EDUCATION AND TRAINING: Two years of real estate appraisal or closely related work with one year of experience in negotiation and purchase of real property and graduation from a two-year college with an Associate Degree in Engineering Technology or related field; 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 State of Oregon Certified Appraiser's License at the time of appointment. Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record. Possession of a State of Oregon Notarial 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.