

## **REAL PROPERTY AGENT III**

### **JOB PURPOSE AND SUMMARY**

The Real Property Agent III administers all Land Management activities, including right-of way cost estimates, fair market value appraisals, appraisal review, acquisition documents preparation, negotiations, relocation assistance, condemnation preparation, and property management.

### **CLASSIFICATION DISTINCTIONS**

The Real Property Agent III supervises land management staff.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Supervises the Land Management staff; assigns, reviews, and approves: preliminary cost estimates, Acquisition Document preparation, staff or fee appraisals, negotiation activities, relocation assistance procedures, property management activities, etc.
- Assists in construction program review involving the scheduling of projects and determination of contract advertisement dates. On Federal-Aid projects, prepares right-of-way analysis, endorsement certificates, negative relocation plans, and Federal-Aid requirement checklists. Investigates citations by, or questions of FHWA and obtains necessary explanations and supporting data correspondence and vouchers. Provides liaison between Clark County Public Works Land Management functions and the Washington State Department of Transportation Land Management staff and other affected governmental agencies.
- Participates in, or initiates development of Departmental policies and procedures. Represents County Land Management staff at Public Hearings.
- Advises and assists Title Specialist (Agent I) in correct and legal means of meeting title requirements in the preparation of legal descriptions and execution of deeds, leases, easements, and permits.
- Provides direct assistance to negotiators on difficult acquisitions. Conducts final negotiations with owners before initiation of condemnation actions. Prepares letter of Determination of Just Compensation for the Department. Prepares Administrative Settlement Offers in accordance with Public Works Department procedures. Assures negotiation compliance with all State and Federal requirements and procedures.
- Prepares contracts for Fee Appraisers services. Examines all completed estimates and appraisals for technical compliance with established procedures. Rejects unacceptable

reports and advises appraisers relative to deficiencies requiring correction. Maintains production schedules, provides assistance and instructions to appraisers on difficult assignments and assists in establishing realistic and firm completion dates for appraisal activities to meet scheduled contract advertising dates.

- Monitors acquisition progress and recommends condemnation when necessary; reviews condemnation reports to determine adequacy of appraisal and specialty expert witness testimony available for court use; maintains close liaison with County's legal counsel.
- Directs preparation of formal Relocation Assistance Plan prior to any project acquisition activity. Directs the preparation of preliminary housing availability studies, compilation of rental and sales data, and computation of housing and/or rent additive payments, moving, and incidental costs. Maintains relocation assistance records as required.
- Serves as member of the County Property Management Committee. Prepares surplus property recommendations. Prepares or directs the preparation of salvage appraisals, inventories, and specialty reports as required by the Director of Public Works or the Board of County Commissioners. Directs the collection of rents, the timely removal of improvements, investigation of vandalism, rodent control, and maintenance of rentals controlled by the Department.
- Hires, assigns, evaluates subordinate personnel. May take minimum disciplinary actions (reprimands) and recommend more severe forms, consulting with appropriate County officials.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Education and Experience:**

- Completion of high school requirements
- One year's experience equivalent to a Land Management Agent II position (formally County Right-of Way Agent II position). Have commenced structured program for obtaining (or is in possession of) Senior Right-of-Way Agent designation of the International Right-of-Way Association, and having completed International Right-of-Way Association course 101 or the equivalent.
- Possession of valid motor vehicle operator's license.
- Professional designation by a major appraisal society desired, but not required.
- Responsible supervisory experience desired, but not required.

**Knowledge of...**negotiation policies, procedures, and techniques; property appraisal theory, principles and practices; real estate law; Federal, State, and County real property acquisition and relocation assistance policies and procedures; title examination procedures; principles of property management; techniques of and common legal issues related to effective supervision; and so forth.

**Ability to...**prepare and analyze detailed right-of-way reports; read and interpret engineers Plan and Profile drawings; prepare policies and procedures; work well with the public; solve complex title questions; communicate effectively both orally and in writing; supervise, train, and evaluate subordinate staff; and so forth.

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