JOB DESCRIPTION

TITLE: RIGHT-OF-WAY ASSISTANT                    SECTION: ENGINEERING SERVICES

DEPARTMENT: ENGINEERING                         SRN 26:

REPORTING RELATIONSHIP:

Reports to: Engineer Manager

Supervises the following positions: Not Applicable

DEFINITION: Under direct supervision, perform a variety of technical engineering work pertaining to annexations of lands into improvement districts, acquisition and conveyance of right-of-way for the District, management of District and Bureau of Reclamation right-of-way, and other related duties.

ESSENTIAL FUNCTIONS:

1. Assist in the processing and management of encroachment permits conveyed by the District.

2. Assist in the processing and management of Bureau of Reclamation contract packages.

3. Assist in the acquisition and conveyance of easements and land with property owners.

4. Assist in the review of legal descriptions and computation of acreage for projects.

5. Assist in the annexation of lands into improvement districts.

6. Assist in the review of tract/parcel maps and prepare non interference/objection letters and recording approval letters based on findings.

7. Assist in the review and comment on developer review packages.

8. Assist in the research of District and Bureau of Reclamation right-of-way.

9. Correspond verbally and in writing with the public on right-of-way related projects.

10. Perform any related right-of-way work and support as needed.

11. Use a computer to enter data and communicate.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the Department of Motor Vehicles.

Experience: Any combination of training and experience that would provide the required knowledge and abilities.

Knowledge of:
- District main filing system.
- District geographic filing system.
- Basic fractional legal description information.
- Basic Riverside County assessor's parcel number information.
- Title and escrow functions including preliminary reports, title policies, title vesting, deeds, etc.
- Basic computer operation.

Abilities:
- Communicate effectively with others verbally and in writing.
- Follow written and oral directions.
- Learn operations relating to the Right-of-Way Division of the District.
- Develop and use professional customer service skills in working with the District staff and the public.
- Operate a computer workstation.
- Multi-task and prioritize in order to meet deadlines.

Education: High School diploma or equivalent.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, meetings and seminars.
   Driving: Light but may require four wheel driving over rough terrain.

2. May be exposed to severe weather conditions and varying terrain while performing site visits and inspections.