JOB DESCRIPTION

TITLE: RIGHT-OF-WAY SPECIALIST

SECTION: ENGINEERING SERVICES

DEPARTMENT: ENGINEERING

SRN: A33

REPORTING RELATIONSHIP:

Reports to: Right-of-Way Supervisor

Supervises the following positions: Not Applicable

DEFINITION: Under general supervision, with increased knowledge and ability, perform a variety of technical engineering related right-of-way work pertaining to management of District and Bureau of Reclamation (USBR) right-of-way, and other related duties.

ESSENTIAL FUNCTIONS:

1. Assist with the planning, processing, and management of encroachment permits and noninterference review letters (NIRLs) conveyed by the District as needed.

2. Assist with the planning, processing, and management of USBR contract packages, procedures, and assets as needed.

3. Research, examination, and analysis of county assessor records, survey maps, tract/parcel maps, preliminary title reports, and other documents to identify ownership of property and to determine property rights, encumbrances, prior rights, and legal descriptions; perform title searches and title clearance.

4. Review tract/parcel maps and prepare noninterference/objection letters and recording approval letters.

5. Review and comment on developer review packages.

6. Assist with the research of District and USBR right-of-way as needed.

7. Obtain and evaluate appraisal reports prepared by independent appraisers to determine present and future value of property and property rights.

8. Negotiate the acquisition and conveyance of easements, fee title property, leases, land exchanges, and surplus land sales; prepare and review legal descriptions, plat depictions, easement documents, deeds, escrow transactions, and any other documents as needed; and confer with legal counsel to ensure that the documents and transactions conform to legal requirements.

9. Assist with the preparation of Board agenda items as required for right-of-way transactions.

10. Assist with the maintenance of a GIS data base of all District real estate assets and work closely with IS, Finance, Operations, Trades, and Service to ensure coordination of same.
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ESSENTIAL FUNCTIONS (Cont.):

11. Assist and plan the annexation of lands into improvement districts as needed.

12. Correspond verbally and in writing with the public on right-of-way related needs.

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

14. Use a computer to enter data and communicate.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. and

Membership in the International Right of Way Association (IRWA) and pursuit of IRWA Generalist Right of Way Professional Career Path within six (6) months of date of hire with completion of the IRWA Right of Way Agent Certification within two (2) years.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate should have successfully completed a two-year degree program from a recognized college or university with a major in business administration, real estate, legal studies, or a closely related field and a minimum of four (4) years of broad and extensive experience with right-of-way transactions. Possession of a California Department of Real Estate salesperson or broker license and California Notary Public commission is desirable.

Knowledge of:

- Right-of-way transactions including, but not limited to, title and escrow functions including preliminary reports, title policies, title vesting, deeds, easements, public utility easements, tract/parcel map dedications, etc.
- Riverside County Assessor's Parcel Number information
- Computer operation including, but not limited to, Microsoft Word, Microsoft Excel, and Microsoft Outlook
- Metes and bounds, fractional, strip, and lot/deed reference legal descriptions
- Principles and practices of real estate appraisal, legal descriptions, record search, title clearance, and recordation
- Knowledge of District, local, state and federal right-of-way related rules, regulations, and procedures
- Technical report writing
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MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Conduct property searches, title searches, appraisals, and land recordation
- Read, review, and write complex legal descriptions
- Follow written and oral directions
- Operate a computer workstation
- Type 40 words per minute
- Learn operations relating to the Right-of-Way Division of the District
- Work cooperatively with others including the negotiation of real estate transactions
- Communicate effectively with others both verbally and in writing
- Use professional customer service skills in working with District staff and the public
- Multi-task, prioritize, and be organized in order to meet deadlines and process multiple project packages simultaneously

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites which may include over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.