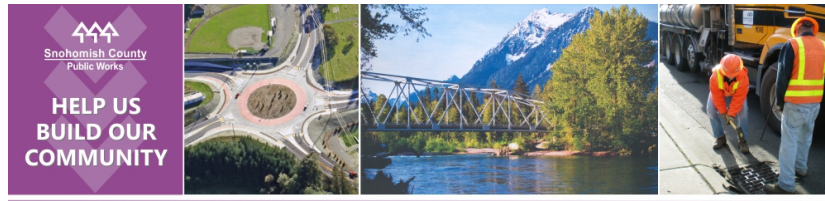




SNOHOMISH COUNTY
invites applications for the position of:

Real Property Coordinator, Senior (Engineering Services)

SALARY:	\$5,974.32 - \$7,264.77 Monthly \$71,691.84 - \$87,177.24 Annually
OPENING DATE:	06/24/21
CLOSING DATE:	Continuous
DESCRIPTION:	



Snohomish County is hiring a **Real Property Coordinator, Senior** in the Engineering Services division Right-of-Way team.

Join our team of professionals who acquire temporary and permanent rights for both federal, state and locally funded projects. A Real Property Coordinator Senior works on a variety of projects in a team environment and is responsible for negotiating with property owners to acquire a wide range of property rights for public projects including corridor, intersection, sidewalk, flood, trail, and bridge projects.

This is a senior level position and the ideal candidate will have proven experience acquiring property, relocation, and have team lead experience. We will provide you with training, mentoring and support. This job brings variety and you will be working at your desk and offsite, meeting property owners in person and virtually. Here are the kinds of projects you would be working on: [Roads Central | Snohomish County, WA - Official Website \(snohomishcountywa.gov\)](#).

To qualify for this position, you must have the ability to obtain your certification as a Senior Member SR/WA of the International Right-of-Way Association within one year of employment. To review the qualifications, go to www.irwaonline.org.

Job duties may include:

- Negotiating with property owners and/or their representatives for purchases of intermediate and complex acquisitions; prepare relocation plans and complete complex relocations
- Leading and training team members
- Reviewing complex title reports and other ownership data to determine legal status of the title for certification of complex rights-of-way; preparing complex legal descriptions and documents for acquisition purposes. Preparing funding estimates for large and complex projects

- Preparing intermediate and complex appraisals and estimates of value

Helpful Skills:

- **Communicator:** A strong communicator to technical and non-technical individuals and who is proficient verbally and in writing
- **Empathetic Negotiator:** You have strong negotiation skills but also are aware of how to be empathetic to property owners/customers. Your skills allow you to de-escalate difficult situations and lean into hard conversations
- **Reliable:** You meet deadlines and understand the importance of managing a dynamic and changing workload
- **Problem solver:** You work to develop creative solutions to meet stated program and policy outcomes
- **Team oriented:** You enjoy working as part of team and value collaboration
- **Relationship Builder:** An outgoing professional who values partnerships and forms relationships to get things done
- **Balanced:** Able to work on a multitude of tasks and understand/react to various situations in a fast-paced environment
- **Detailed:** An organizer and planner who thrives on details and is uncompromising in consistency and accuracy

This job posting is to fill one position and to create an eligibility register to fill future Real Property Coordinator, Senior positions within the next 6 months.

For more information about this job opportunity or answer any questions you may have, please contact us at: [SPW-Recruitment](#).

About Engineering Services The [Engineering Services Division](#) of Public Works has a robust Annual Construction Program. The Right-of-Way team acquires all the necessary property rights for the Program as well as providing support to other Public Works divisions and other departments. When joining this team, you will work in an environment where innovation, collaboration and continuous improvement is highly encouraged and supported. We regularly collaborate with other resource groups to deliver projects for construction. This provides the right-of-way agent to be part of a project from the beginning to the end of the construction.

Declaration of Emergency

Snohomish County is currently under a Declaration of Emergency due to the COVID-19 pandemic.

The County has put in place initiatives to protect the health of its employees, and as a result, this position may temporarily be assigned to telework. There may be occasions when this position may be required to work in the office or in the field to perform certain job duties. Safety guidelines in compliance with the state, CDC and Snohomish County Health District are required to be followed during those times.

Benefits

[Snohomish County](#) is a great place to live, work, play, and raise a family. We are proud to offer an outstanding [benefit](#) package to employees and their dependents. We offer competitive wages; job flexibility and stability; pension opportunities; and employer paid ORCA cards. Snohomish County will be invested in your success and growth and offers the following benefits to our employees:

- Flexible work schedules for some positions
- Sick leave: You will accrue sick leave each month
- Vacation Leave: you will accrue vacation each month. Your leave accruals increase based on your years of employment with the County.
- Holiday Pay: The County observes 10 paid legal holidays per year and provides employees with two floating holidays annually.

- Pension Benefits: County employees are eligible for Washington State PERS enrollment.
- Benefits: The County offers a wide range of benefits including, medical, and dental, vision, life insurance, LTD, deferred compensation and more.
- Pay Increases: You will be eligible for a 5% annual step increase until you reach the top step.

About Snohomish County

Snohomish County, [north of Seattle](#), is located in northwest Washington between the Puget Sound and the Cascade Mountains. The county has rich scenery, numerous activities and a thriving economy. [Snohomish County](#) is a great place to live, work, play, and raise a family. When joining Engineering Services, you will work in an environment where innovation, collaboration and continuous improvement is highly encouraged and supported. We are proud to offer an outstanding [benefit](#) package to employees and their dependents. We are invested in your success and growth and offer competitive wages, job flexibility and stability, employer paid ORCA (transit) cards, and a friendly, diverse team atmosphere where employees are appreciated and make a real difference providing services for our citizens. We strive to not only provide a meaningful job, but a lifelong career.

[Snohomish County - The Future We Choose](#)

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JOB DUTIES:

BASIC FUNCTION

Responsible for intermediate and complex right-of-way acquisition and relocation for public projects in compliance with federal, state and county guidelines and policies. Provide real property expertise to other departments and staff. Participate in the development of policies, guidelines and procedures to ensure compliance with applicable federal, state and county regulations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Negotiates with property owners and or their representatives, for purchases of intermediate and complex acquisitions; prepares relocation plans and completes complex relocations.
2. Reviews and interprets complex title reports and other ownership data to determine legal status of the title for certification of complex rights-of-way; prepares complex legal descriptions and documents for acquisition purposes.
3. Prepares funding estimates for large and complex projects.
4. Prepares intermediate and complex appraisals and estimates of value.
5. Participates in the selection, coordination and administration of contract consultants; reviews performance by consultants for compliance with contract terms and conformance to federal, state and county laws and guidelines.
6. Coordinates and evaluates information obtained from county departments, outside agencies, community groups and the general public; reviews the information and assists in development of related policies and procedures to be implemented by the public works department in the areas of appraisal, acquisition, title and relocation.
7. Reviews complex land use documents, engineering plans, reports, and inspects properties to be acquired; participates in the direction and monitoring of work performed by the Real Property Specialists I and II.
8. Coordinates the preparation for public meetings and makes presentations at public meetings; provides general information to the public and to other agencies as requested.

STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent; AND five (5) years experience in the right-of-way field; preparing legal descriptions, negotiating property acquisitions, real property appraisal, title searching, reading and interpreting engineering drawings; OR, have the equivalent level of education and experience which provides the knowledge, skills and abilities necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

Must have the ability to obtain certification as a Senior Member (SR/WA) of the International Right-of-Way Association within one (1) year of employment.

Valid Washington Driver's License or the ability to acquire a valid license with thirty (30) days of employment. Valid Washington State Notary Public appointment or the ability to acquire a valid notary within sixty (60) days.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- methods and principles of negotiating, appraising and determining ownership of property rights
- state and federal laws and guidelines pertaining to acquisition of land right-of-way
- appraisal principals and practices
- factors affecting property evaluation
- contracts and contract terms for outside consultants
- legal instruments used in real property transaction

Ability to:

- complete complex negotiations for acquisition of rights-of-way for full and partial takes in accordance with the Federal Uniform Code and other applicable state and county laws and procedures
- appraise commercial and other damaged property
- prepare complex relocation plans and to complete complex relocations for owners and tenants in compliance with the Uniform Relocation Act and other state and county laws and guidelines
- write complex legal descriptions for full and partial takes and prepare complex legal documents
- read and interpret engineering plans and reports; prepare funding estimates for projects involving commercial properties, damaged properties, etc. and requiring compliance with the Uniform Relocation Act
- prepare information for and make presentations to groups of people at staff meetings and at public meetings
- work independently with minimum of supervision and to coordinate the efforts of other junior members of the right-of-way staff
- establish and maintain effective relationships with co-workers, personnel from other departments, personnel from other agencies, property owners and the public

SUPERVISION

Employees report to and receive direction from an administrative superior as assigned. Work is performed with minimal supervision. Progress is monitored through status reports and meetings.

WORKING CONDITIONS

Work is performed in the office and in the field involving site visits, negotiations in private homes and businesses, meetings with staff and public meetings. Physical hazards from traffic and driving in varying weather conditions may be present. Meetings on project requirements involve working evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position # 2021-PWK8771-JUN
REAL PROPERTY COORDINATOR, SENIOR (ENGINEERING
SERVICES)
CC

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Real Property Coordinator, Senior (Engineering Services) Supplemental Questionnaire

- * 1. Following is a series of supplemental questions designed to assess your job related experience and qualifications. Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application. The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.

A resume will not substitute for the general online application or supplemental questions; responses such as "see resume" or "see application" will not be considered.

Do you agree to answer each question truthfully and that your responses can be supported by your general application/work history and by your references?

- Yes
 No

- * 2. Do you have a valid Washington State Driver's License or the ability to obtain one within thirty (30) days of employment?
- Yes, I have a valid Washington State Driver's License
 No, but I have the ability to obtain one within thirty (30) days of employment
 No, I do not have the ability to obtain one
- * 3. Do you have a valid Washington State Notary Public appointment or the ability to acquire one within sixty (60) days of employment?
- Yes
 No, but I have the ability to obtain one within sixty (60) days of employment
 No

- * 4. What is your highest level of education?
 - No degree
 - Associate's degree
 - Bachelor's degree
 - Master's degree or higher
 - * 5. How many years of experience do you have in the right-of-way field; such as, preparing legal descriptions, negotiating property acquisitions, performing real property appraisal, title searching, reading and interpreting engineering drawings?
 - No experience to less than three (3) years of experience
 - Three (3) years to less than five (5) years of experience
 - Five (5) years to less than seven (7) years of experience
 - Seven (7) years to less than nine (9) years of experience
 - Nine (9) or more years of experience
 - * 6. This position requires five (5) years of experience in the right-of-way field; preparing legal descriptions, negotiating property acquisitions, real property appraisal, title searching, reading and interpreting engineering drawings; OR, the equivalent level of education and experience which provides the knowledge, skills and abilities necessary to perform the work. Please describe how you obtained your knowledge of the right-of-way field including preparing legal descriptions, negotiating property acquisitions, real property appraisal and title searching. In your response, include details which clearly reflect how you meet these qualifications. Please note that you may have not performed all the tasks. Describe the areas you have your experience in and include your years of experience.
 - * 7. Are you a current member of the International Right-of-Way Association?
 - Yes
 - No
 - * 8. If you are a current member of the International Right-of-Way Association, describe how many credits you have earned within the last five (5) years. (You may be asked to provide a transcript of coursework completed).
 - * 9. Are you certified as a Senior Member (SR/WA) of the International Right-of-Way Association or can obtain this certification within one (1) year of employment? To review coursework required for the SR/WA certification, go to: www.irwaonline.org.
 - Yes
 - No, but I have the ability to obtain this certification within one (1) year of employment
 - No
 - * 10. Describe how your experience and background make you a strong candidate for this position. Include the length of experience, where experience was obtained and your role and key responsibilities.
- * Required Question