



# Right of Way Analyst

**J o b   D e s c r i p t i o n**

## JOB INFORMATION

Approved Date:	1/26/2026 7:25:25 PM
Working Title:	Right of Way Analyst
Job Family:	Right of Way
Classification:	Right Of Way Analyst

## ORGANIZATION

Department:	Public Works
Cost Center/Program:	1012 - County Road Engineering
Exemption Status:	Exempt
Union:	Not Represented

## JOB SUMMARY

The responsibilities of this classification include performing specialized technical activities in support of right of way, compiling and/or analyzing data, reviewing engineering drawings and plans, maintaining databases, performing right of way related work such as property appraisal, acquiring easement, property sales, right of way acquisition or management, title examination and right of way analysis. May work as a lead worker.

### Distinguishing Characteristics

This is a second (journey) level classification of a three-level classification. This class is distinguished from the Right of Way Technician by the performing complex right of way related work and from the Right of Way Supervisor by the supervisory responsibilities.

Under the direction of the assigned supervisor, performs technical work in negotiation and acquisition of right of way, easements, and real property for road construction, road improvements, and utility projects for the Kitsap County Public Works Department and requests for acquisition of property rights for other departments of Kitsap County. The Right of Way Analyst is a stand-alone classification, distinguished by responsibilities associated with acquiring land rights for assigned capital and other technical projects. Duties also include property management and disposal of County owned real property. Work is performed with minimal supervision and employee has relative independence and latitude for exercising independent judgment and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by supervisor for accuracy of professional judgment and compliance with established goals, policies and codes and evaluated through conferences, reports and results obtained.

## JOB FUNCTIONS

### Essential Functions

Essential Function	% TIME
Acquire land rights needed for public projects for various County departments. Contact property owners and negotiate for purchase, sale, lease, donation, or acquisition of real property and/or permanent and temporary property rights; inform property owner of their rights, applicable laws and regulations; negotiate claims and/or settlements with owners. Perform all functions by knowing and implementing practices under County, Uniform Act, Washington State Department of Transportation (WSDOT), and Federal Highway Administration (FHWA) guidelines. Proficient in analyzing, preparing, reviewing, and interpreting land and real estate/right of way agreements, deeds, easements, leases, permits, and licenses.	50%
Review right of way and construction plans for accuracy and conformity to County, Washington State Department of Transportation (WSDOT), and Federal Highway Administration (FHWA) standards; conducts, or acquires, title searches to locate property owners; inspects affected property and identifies implications of County project on the property and/or structures.	20%

## Essential Functions

Essential Function	% TIME
Prepare preliminary cost estimates and acquisition documents; prepare letters of opinion of value, short form appraisals for total and/or partial acquisitions and easements to establish just compensation to the property owner; prepares, or orders, and review appraisals; orders and review title reports; and assist in correct and legal means of meeting title requirements. Prepares all legal instruments for conveyance of needed property rights, easement transfers, and sale of County owned properties.	15%
Responds to routine inquiries by the public, other departments, and outside agencies regarding right of way and other related real estate issues. Conducts research in response to inquiries and determines course of action to achieve solutions. Interprets and explains procedures, policies, state, and federal regulations. Provides assistance to public and other agencies pertaining to road vacations, sale of tax title and County owned properties, easement transactions, and other real estate matters. Manages the preparation and implementation of public involvement meetings as assigned.	15%
	0%

## Required for All Jobs

<ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>
<ul style="list-style-type: none"> <li>Complies with all policies and standards</li> </ul>

This Job is Essential	<input checked="" type="checkbox"/>
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## QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Real Estate, GIS, Business Management or directly related field.	Required	

## Work Experience

Experience	Experience Details	Required/Preferred	
3 years	Of experience associated with land acquisition and sale of real estate, real property appraisal, title examination, negotiations, or related such as property management, lease agreements, title review etc.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Notary Public in State of Washington	within 6 Months	Required	and
	International Right of Way Association (IRWA) Membership	within 90 Days	Required	and
	Completion of IRWA Course 100	within 6 Months	Required	and
	Washington State Driver's License (driver operates a personal vehicle as an essential function for official County business)	Upon Hire	Required	

## Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.
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# Equivalency

## Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of laws and procedures pertaining to the acquisition and sale of real estate.	Medium
Knowledge of property descriptions, transactions and title records, and of the standard systems of filing real property records and instruments.	Medium
Knowledge of real estate markets and market trends with an understanding of local zoning codes and local influences on value. Ability to communicate these real estate trends in non-technical terms.	Low
Knowledge of the principles of real property evaluation.	Medium
Knowledge of real estate title and appraisal work and practices used in real property transactions.	Medium
Knowledge of the methods and techniques used in negotiating; appraising; acquiring, selling, and managing property; and property damage claims.	Medium
Knowledge of legal instruments affecting the transfer, sale and lease of real property.	Medium
Knowledge of county, state, and federal laws and regulations pertaining to real estate acquisition, disposal, and appraisal.	High
Skill in reading, writing, and communicating in English legal terminology and concepts verbally and in nontechnical terms.	Medium
Skill in basic math.	Medium
Skill in working independently or on a team and interacting effectively and appropriately with others.	High
Skill in comprehending and retaining knowledge of laws, ordinances, codes, policies and other pertinent information.	Medium
Skill in communicating with individuals from diverse backgrounds and cultures, including those with language barriers, and maintaining a professional demeanor under extremely stressful conditions.	High
Skill in performing multiple tasks at the same time.	Medium
Skill in using current office software programs including word processing, spreadsheet, database, email, other communication platforms, and geographic information displayed on multiple computer screens; ability to master proprietary programs.	Medium
Ability to serve as a lead to subordinate employees by training, assigning, prioritizing, reviewing and monitoring the workflow of staff to ensure quality of work and services; provides guidance in processing of legal or other documents requiring specialized knowledge.	Medium
Ability to exercise sound judgment by evaluating a situation or problem objectively with a clear head and calculating risks to make an informed decision.	High
Ability to understand and execute oral and written instructions and to interpret plans and sketches.	Medium
Ability to locate, read, and interpret maps, plans and property descriptions.	Medium
Ability to conduct thorough research utilizing a wide variety of resources.	High
Ability to file a variety of materials according to department standards and to prepare reports on activities.	Medium
Ability to understand, interpret, and apply the terms of leases and other formal property contracts and agreements.	Medium
Ability to inspire, motivate and guide others toward accomplishment, while empowering staff and others by sharing credit, power and authority.	Medium
Ability to work flexible hours to accommodate property owner negotiations.	High
Ability to establish effective working relationships with contractors, co-workers, and other professionals. Manage consultants providing various services on projects assigned.	High
Ability to create and maintain a document and communication management system for all communication and correspondences with landowners including in-person meetings, email, phone, and mail.	Medium

## Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

## Remote Employment

Remote Employment Type:

Remote Employment Text:

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	walking project sites (slopes) and meeting with property owners on-site
Running		
Jumping		
Climbing Ladder, stairs, stools	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	may periodically climb stairs, and traversing slopes
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

## Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		

## Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

## Lifting/Carry/Push/Pull

### Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	office supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

### Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	office supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, paperwork and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

### Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files

## Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

## Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		

## Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Flexion of neck looking downward		
Twisting of neck side to side		

## Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors directions and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisors directions and interaction with co-workers

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	walking project sites (slopes) and meeting with property owners on site
Exposure to Bloodborne Pathogens		
Work Outside	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	walking project sites (slopes) and meeting with property owners on site
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	walking project sites
Wetness	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	walking project sites
Temp. Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

## Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

## Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

## Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

## PRE-EMPLOYMENT EXAMS

## POST-EMPLOYMENT

## COMPENSATION

Annual Max:	\$100,745.42
Annual Min:	\$78,749.01
Hourly Max:	\$0.00
Hourly Min:	\$0.00