

## WASHINGTON STATE DEPARTMENT OF PERSONNEL

## Specification for Class of

## LAND TECHNICIAN 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Independently performs technical land use, transaction, lease and/or development tasks.

Distinguishing Characteristics: Technical tasks performed by incumbents in division or region staff positions at this level include: compiling and reviewing data for compliance with established land management policies and procedures; reviewing records and reports on land availability and usage limitations; providing procedural and application processing information to potential lessees, inquirers from private industry and the general public; computing land lease amounts based upon data gathered and interpretations made by field personnel; and verification that land lease and development transactions are properly documented. Technical tasks performed by field positions are land management duties such as hard shell clam sales, contract administration, or operation and maintenance of the John Wayne trail.

Typical Work

Prepares geoduck sales including cooperative use of experts to determine plan, inventory and survey/set up of site boundaries, prescribing conditions and provisions of contracts and conducting sales; administers geoduck sale contracts including inspections to determine and obtain compliance with contract provisions, monitoring progress, and ensuring correct billings and payments;

Prescribes and directs operations and maintenance of special use sites such as the John Wayne recreation trail; develops cooperative relations with adjacent landowners and users;

Prepares agricultural land leases and similar use agreements including determination and evaluation of crops, rotations, tillage, irrigation and other farming practices; enforces contract and/or lease provisions;

Prepares aquatic property leases and similar use or transactions agreements including both economical and ecological evaluation of uses; enforcement of agreements, leases and contracts;

Gathers technical information for land evaluation, prepares reports, and preliminary recommendation of lease provisions and fees, and initiates water registration actions; negotiates with lessees on a limited basis to ensure orderly development and compliance with contract provisions; conducts surveys locating property lines, site conditions and boundaries;

Administers and enforces surface mined land reclamation regulations;

Reviews lease documents prepared by others to ensure compliance with established format, policy and procedure; resolves problems and/or reports errors, inaccuracies and discrepancies;

Supervises or leads subordinate technicians, equipment operators and other workers in performing land operations and activities;

Advises professional and technical staff, potential lessees and the public of established State land lease and development policies, guidelines and procedures;

Performs other work of a skilled technical level.

#### Knowledge and Abilities

Knowledge of: uses and management practices for various classes of land; basic surveying and aerial photography; laws, regulations and policies pertaining to state management of lands.

Ability to: recognize land uses and potential uses; understand, interpret, and enforce contract terms; negotiate, speak, write and report clearly and effectively; effectively evaluate and recommend land uses and make decisions and prescribe conditions to ensure maintenance or improvement of properties and assets.

#### Minimum Qualifications

Two years of experience as a Land Technician 1, Forest Technician, Engineering Aide 1, or Administrative Assistant 1 or higher class performing technical or paraprofessional duties relating to land use, transaction, lease, or development.

OR

A Bachelor's degree with major study in business management, accounting, real estate, agriculture, aquatic land studies, police sciences or other business, law enforcement or natural resource studies.

OR

An Associate degree in natural resource, law enforcement or business studies and two years of technical experience in land management.

New class: 2-7-72

Revised minimum qualifications: 10-29-74

Revised definition, adds distinguishing characteristics: 12-16-77

Revised definition, distinguishing characteristics, and minimum qualifications: 12-15-89

Revised minimum qualifications: 1-19-01