



Right of Way Agent I

Salary Group: B15

Class Code: 2082

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
RIGHT OF WAY AGENT I	2082	B15	\$32,976 - \$52,045
RIGHT OF WAY AGENT II	2084	B17	\$36,976 - \$58,399
RIGHT OF WAY AGENT III	2086	B19	\$42,244 - \$68,960
RIGHT OF WAY AGENT IV	2088	B21	\$48,278 - \$78,953
RIGHT OF WAY AGENT V	2090	B23	\$55,184 - \$90,393
RIGHT OF WAY AGENT VI	2091	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) land acquisition or disposition, real estate, or utility coordination work. Work involves performing right-of-way activities and ensuring compliance with state and federal laws regulating highway, rail, or airport construction, improvement, or disposal of right-of-way assets. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Negotiates and explains the acquisition, lease, disposal, and relocation processes.

Implements and interprets departmental policies and procedures concerning the acquisition or disposition of land or utility coordination. Ensures compliance with applicable state and federal laws and guidelines as they relate to right-of-way activities.

Prepares, processes, and maintains records, documents, resource materials, and files.

Prepares progress reports and special reports.

Reviews real estate, legal, and technical documents including utility adjustment plans and cost estimates, property descriptions, appraisals, titles and deeds, maps, surveys, field notes, relocation agreements, and supporting materials. Makes recommendations based on reviews.

Reviews and processes acquisition, lease, disposal, or relocation payment requests submitted by utility companies, counties, and cities.

Determines the ratio or percentage of adjustments eligible for state reimbursement based on property interests.

Monitors the removal, adjustment, or relocation of utilities.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in land acquisition or disposition, real estate, utility coordination, map reading, or planning work. Graduation from an accredited four-year college or university with major coursework in real estate, business administration, accounting, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of real estate laws, methods, principles, procedures, and terminology; departmental policies and procedures; zoning, appraisal, ownership, transfer, and lease of real property; and utility industry rules, regulations, and adjustment procedures.

Skill in the use of computers and related applications and in analyzing data.

Ability to read and interpret maps, plans, and schematics; to maintain records; to read and interpret legal and technical information; to use estimates to review and determine eligible costs; and to communicate effectively.