



Right of Way Agent III

Salary Group: B17

Class Code: 2084

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
RIGHT OF WAY AGENT I	2080	B13	\$29,439 - \$46,388
RIGHT OF WAY AGENT II	2082	B15	\$32,976 - \$52,045
RIGHT OF WAY AGENT III	2084	B17	\$36,976 - \$58,399
RIGHT OF WAY AGENT IV	2086	B19	\$42,244 - \$68,960
RIGHT OF WAY AGENT V	2088	B21	\$48,278 - \$78,953
RIGHT OF WAY AGENT VI	2090	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs complex (journey-level) land acquisition work. Work involves performing right-of-way acquisition and functional activities; performing appraisal reviews; and ensuring compliance with state and federal laws regulating highway, rail, or airport construction, improvement, or disposal of right-of-way assets. May provide guidance to others. Works under general supervision, with moderate 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 of land, and ensures compliance with applicable state and federal laws as they relate to right-of-way functional activities.

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

Prepares and reviews progress and special reports.

Reviews utility adjustment plans and cost estimates, property descriptions, appraisals, titles and deeds, maps, surveys, field notes, relocation agreements, and supporting materials; and makes recommendations.

Reviews final plans, specifications, adjustments, and billings submitted by utility companies to ensure compliance with laws, policies, and regulations.

Reviews purchase agreements, contracts, and other legal and technical documents.

Reviews requests for the leasing or disposal of surplus real property or other asset-related matters.

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

Monitors the removal, adjustment, or relocation of utilities.

Audits, determines eligibility, and approves payment requests.

Assists and advises on project planning and program requirements.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in land acquisition 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; of departmental policies and procedures; of zoning, appraisal, ownership, transfer, and lease of real property; of utility industry rules, regulations, and adjustment procedures; and of right-of-way negotiations, relocations, appraisals, and acquisitions.

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 interpret real estate laws; to review and determine eligible costs; to communicate effectively; and to provide guidance to others.