



# Right of Way Agent II

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	2082	B15	\$32,976 - \$52,045
<b>RIGHT OF WAY AGENT II</b>	<b>2084</b>	<b>B17</b>	<b>\$36,976 - \$58,399</b>
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 complex (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. 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 or disposition of land or utility coordination. Ensures compliance with applicable state and federal laws as they relate to right-of-way activities.

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

Prepares and reviews progress 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.

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 evaluate program activities.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in land acquisition or disposition, real estate, utility coordination, map reading, project management, 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; utility industry rules, regulations, and adjustment procedures; and 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.