



# Right of Way Agent III

Salary Group: B19

Class Code: 2086

<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
<b>RIGHT OF WAY AGENT III</b>	<b>2086</b>	<b>B19</b>	<b>\$42,244 - \$68,960</b>
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 highly complex (senior-level) land acquisition or disposition, real estate, or utility coordination work. Work involves coordinating 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 supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates the acquisition, leasing, disposal, abandonment, and exchange of real property.

Coordinates the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests.

Coordinates the leasing and disposal of surplus real property or other asset-related matters.

Coordinates the review and analysis of legal and technical documents.

Coordinates work activities between state and federal agencies, utility and title companies, and other entities having an interest in property.

Develops 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.

Consults with planning, design, project management, surveying, and environmental personnel to identify and resolve right-of-way impacts.

Monitors the removal, adjustment, or relocation of utilities.

Provides educational and consultative services for internal and external stakeholders on compliance with real estate and utility program procedures, statutes and rules.

May evaluate program activities.

May supervise the work of 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 coordinate right-of-way activities, to research problems and negotiate and coordinate solutions, to review and analyze legal and technical documents, to communicate effectively, and to supervise the work of others.