



# Right of Way Agent I

Salary Group: B13

Class Code: 2080

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
<b>RIGHT OF WAY AGENT I</b>	<b>2080</b>	<b>B13</b>	<b>\$29,439 - \$46,388</b>
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 entry-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. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Processes the purchase, lease, or disposal of right-of-ways, or exchanges of real property.

Interprets departmental policies and procedures concerning the acquisition of land.

Assists in reviewing 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.

Assists in negotiating and explaining the acquisition, lease, disposal, and relocation processes.

Assists in preparing, processing, and maintaining records, documents, resource materials, and files.

Assists in reviewing acquisition, lease, disposal, and relocation payment requests.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in land acquisition, map reading, and 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 methods, principles, procedures, and terminology; of zoning, appraisal, ownership, transfer, and lease of real property; and of 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 determine feasibility of plans; to review and determine eligible costs; and to communicate effectively.