State Classification Job Description

Right of Way Agent V

Salary Group: B21
Class Code: 2088

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

Performs advanced (senior-level) land acquisition work. Work involves overseeing right-of-way acquisition and functional activities; overseeing 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 supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

- Oversees the acquisition, leasing, disposal, abandonment, and exchange of real property.
- Oversees the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests.
- Oversees the leasing and disposal of surplus real property or other asset-related matters.
- Oversees 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 of land, and ensures compliance with applicable state and federal laws as they relate to right-of-way functional 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.
- Researches problems and coordinates solutions.
- May supervise the work of 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 oversee right-of-way acquisition 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.