

## **CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97610</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>13</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>10/21/75</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Right-of-Way and Real Property Series

**JOB CODE TITLE:** RIGHT-OF-WAY ASSISTANT

**HRIS TITLE:** R-W ASST

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision, is responsible for work of routine difficulty researching data, developing records, maintaining files of information and other work in support of technical right-of-way personnel and in training for technical right-of-way work; and performs related work as required.

**EXAMPLES OF DUTIES:** Researches public records for sales data for use by appraisers; notes changes in zoning; assists in checking right-of-way plans for information needed in appraisal; keeps records on status of parcels being appraised, condemned or acquired for right-of-way purposes; attends to all the paper work involved whenever there is a change order in right-of-way plans; writes change orders for construction plans bid-set reviews, and for contract and specifications review; fills requests by private property owners, consulting firms, other highway sections, and public offices by giving information or copies of plans; may be required to travel to title companies, assessors offices or construction sites.

### **KNOWLEDGES, ABILITY AND SKILLS:**

**Skill/Ability to:** read and understand oral or written instructions; perform all types of simple mathematical functions; learn, and willingness to develop skills and knowledge in right-of-way work over a period of time.

**SPECIAL SELECTIONS FACTORS:** Two years of work experience which included public contact. College, university or technical school education in real estate, business administration, engineering, or related fields may be substituted for the required experience on a year for year basis.