

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV97621</b> |
| <b>Job Class Code:</b>    | <b>700</b>  | <b>Salary Schedule:</b> | <b>AREG</b>     |
| <b>EEO Category:</b>      | <b>02</b>   | <b>Grade:</b>           | <b>17</b>       |
| <b>Workers Comp Code:</b> | <b>5606</b> |                         |                 |

|                              |                 |                        |  |
|------------------------------|-----------------|------------------------|--|
| <b>Job Code Established:</b> | <b>09/29/69</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 AGENT I

**HRIS TITLE:** R-W AGT I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for technical work acquiring property and property rights, management of property, and assisting people to relocate to other housing; and performs related work as required.

**EXAMPLES OF DUTIES:** Receives orders on property that is to be acquired, and contacts owner for permission to use the property, or contacts owners who request state acquisition prior to required time, has variety of forms completed, obtains licenses, title reports, and all paperwork reports, and all paperwork regarding the property; pursues paperwork through appropriate channels to consummate the transaction; inspects properties to take pictures, writes exact descriptions of all improvement on it; reports findings to appropriate departments in Right-of-Way or to other interested highway departments; contacts persons who are to be relocated because of state acquisition of their property, offers assistance to them in finding new housing, maintains current files on available properties for sale or rent, and searches for exact properties that might suit relocated persons' needs; assists in putting persons looking for new housing in touch with property holders; makes reports on each project; secures rental agreements for persons who are to live in state-owned property until it is disposed of for road development; contacts tenants of property, has necessary rental papers signed; follows up at later date for any delinquent rentals; inspects property regularly to note maintenance; assists in the sales of properties or property improvements not required for roadway improvement; obtains list of properties available, a description of each, financial papers concerning property ownership; compiles pamphlet of available properties for sale to give to prospective buyers, and publicizes property for sale through newspapers.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the procedures and methods of property acquisition, or property management, or property sale; the agencies and type of paperwork to be used in relocating people, acquisition and sale of property.

**Skill/Ability to:** courteously and firmly deal with people who are involved in property transactions; handle a number of details simultaneously, work with detailed paperwork.

**SPECIAL SELECTION FACTORS:** Completion of two years of college, university or technical school education and two years of work experience similar or related to that done by a Right-of-Way Assistant, or two years of experience in real estate, sub-professional engineering or related work; additional related experience may be substituted for the required education on a year for year basis to a maximum of two years; additional education may be substituted for the required experience, on a year for year basis, to a maximum of two years.