

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97622
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	5606		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:		Effective Date:	

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

JOB CODE TITLE: RIGHT-OF-WAY AGENT II

HRIS TITLE: R-W AGT II

CHARACTERISTICS OF THE CLASS: Under general supervision is responsible for technical right-of-way work of average difficulty both in the field and office, in condemnation acquisition, relocation and property management; and performs related work as required.

EXAMPLES OF DUTIES: Reviews and compiles information furnished by negotiation, plans, appraisals, delineation and titles division preparatory to sending each property parcel to legal division; writes descriptions of property in form using township or other land plats and photos, and lists all persons or agencies who have any interest in property to be condemned, with their addresses and the type of legal service that may be used; confers with State's counsel to prepare exhibits for trials; files appropriate condemnation papers with officials in individual counties; attends court proceedings; obtains copies of Order of Immediate Possession from Clerk of Court; inspects all factors related to the property, on paper and in person; makes complete reports of work performed; reads and interprets property appraisals, titles, reports, plans and descriptions; visits with property owners or their representatives to negotiate and acquire their holdings; resolves any problems connected with acquisition such as construction, grade, irrigation and drainage, titles, relocation and effect of construction on sellers' remaining property; inspects property to be used for material sites, highways maintenance camps, or haul roads, noting any features that should be considered for next immediate use of the property, confers with right-of-way personnel in other departments where there are mutual interests; may act as lead man or assist in training of less experienced personnel.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the methods, and documents required for the condemnation and/or acquisition of property, negotiations; practices and procedures in property management and relocation of people; legal processes, and agencies to contact, in order to describe and acquire property; interpretation of delineation drawings and other engineering plans to be able to analyze and describe features of property.

Skill/Ability to: deal with property owners, public officials; work with a number of detailed matters simultaneously; effectively negotiate for property; use legal terminology in describing property, to write comprehensive reports.

SPECIAL SELECTION FACTORS: Completion of two years of college, university or technical school education and three years of technical right-of-way experience, including at least one year of work similar or closely related to that done by a Right-of-Way Agent I; additional experience in technical right-of-way or related sub-professional engineering work 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.