

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97623</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>20</b>
<b>Workers Comp Code:</b>	<b>5606</b>		

<b>Job Code Established:</b>	<b>01/01/94</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 III

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

**CHARACTERISTICS OF THE CLASS:** Under direction, performs technical right-of-way work of considerable difficulty reviewing, finalizing, and supervising and negotiating regarding matters of property acquisition, relocation, management and condemnation in the office and field; and performs related work as required.

**EXAMPLES OF DUTIES:** Draws together all legal and engineering documents necessary for negotiation of property to be used for material sites, haul roads, roadway construction or improvement; completes appropriate applications and descriptions needed for acquisition negotiation; arranges for graphic exhibits to be prepared, for later use in any court proceedings and for an accurate description of property; files legal papers with public officials to condemn or acquire property; meets with lawyers, corporation officers, city councils, school boards, and other interested parties on unusual or difficult problems; may act as expert witness interpreting plans, maps, photos, and descriptions of property to be acquired; reviews the proceedings, methods, and paperwork completed by other agents, to ensure that a transaction is in good order; finalizes the entire R/W process prior to construction activity by examining "parcel files" to determine accuracy and adequacy of property descriptions, title clearances, acquisition papers; maintains detailed files on the R/W process; instructs and supervises subordinate R/W agents.

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

**Knowledge of:** the methods and documents required for the condemnation and/or acquisition of property including a thorough knowledge of negotiation proceedings; practices and procedures used in property management and relocating people; review and finalization procedures to complete the R/W process prior to roadway construction; interpretation of engineering or delineation drawings; the principles and practices of supervision and training.

**Skill/Ability to:** deal with community groups, individuals, public agencies, to assist with condemnation of acquisition of property; work with a number of detailed matters simultaneously and to solve R/W problems of complexity; supervise a small group of subordinate R/W agents, allocating work on the basis of time, ability, and interests.

**SPECIAL SELECTION FACTORS:** Completion of two years of college, university or technical school education and five years of progressively responsible technical right-of-way experience, including at least two years of work similar or closely related to that done by a Right-of-Way Agent II; 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.