

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV97625
Job Class Code:	700	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	9410		

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 IV

HRIS TITLE: R-W AGT IV

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for technical right-of-way work of considerable difficulty and supervisory work of average difficulty in directing the work of a right-of-way division such as acquisitions, condemnation, property management and relocation; and performs related work as required.

EXAMPLES OF DUTIES: Assigns, plans, supervises and evaluates the work of technical and other staff; receives assignments and distributes to staff relative to workload and capabilities of subordinates; advises staff on problems of work and makes technical decisions when necessary; assures that work is accomplished within established deadlines; reviews and supervises the reviews decisions of subordinate supervisory staff; handles difficult and important public contact and appears in court; supervises and participates in the training and evaluation of staff; assists in the planning of program for which responsible; establishes procedures and enforces policy within scope of authority; prepares administrative reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles, practices, methods and techniques of technical right-of-way work as related to all aspects of condemnation, property management, relocation and acquisition; relevant laws, rules and regulations; the principles and practices of supervision and training of staff.

Skill/Ability to: supervise and direct the activity of a functional unit of right-of-way work; personally perform the most difficult work in condemnation, property management, relocation and acquisition; establish and maintain effective working relations with others; express oneself effectively, both orally and in writing.