

RIGHT OF WAY AGENT I

DESCRIPTION OF WORK:

This is journeyman level work in the acquisition of highway right of way.

Employees are assigned to one of the functional units of the Right of Way Branch and perform a variety of specialized tasks in obtaining right of way agreements, relocating conflicting utilities, assisting displaced families and businesses in relocating, and processing and justifying participating costs for Federal reimbursements. Work involves contact with property owners, tenants, utility and railroad company representatives, county and municipal officials, Federal Auditors, and employees of other sections within the Division of Highways. Work is guided by Federal and State laws, and departmental and divisional policies and procedures; and is performed under the general supervision of a higher-level Right of Way Agent or Supervisor. Work is reviewed in progress and upon completion for accuracy and conformance to statutes and established procedures.

EXAMPLES OF DUTIES PERFORMED:

Studies plans and makes field inspections to determine if property lines and building locations are correctly shown; searches court records and interviews persons familiar with certain real estate parcels to verify ownership.

Contacts owners of right of way to be acquired; describes right of way required; makes and explains monetary offer based on appraisal of property and damages; hears and considers views of property owner; recommends review of appraisal if property owner advances legitimate evidence of additional value; discusses agreement and attempts to secure landowner's acceptance of offer; explains available relocation assistance if applicable; and maintains daily records of status of negotiation.

Investigates conflicts with utility and railroad company representatives; obtains plans, estimates, and reimbursements agreements for relocating utilities and railroads.

Reviews and processes encroachment agreements; prepares and administers municipal agreements on projects within corporate limits. Checks right of way agreements, deeds, options, and maps for clarity, technical accuracy, and documentation for Federal participation.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of Federal and State highway policies and procedures pertaining to right of way acquisition, removal of conflicts, and Federal participation in right of way costs; of various appraisal methods; and of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain, and techniques and methods of relocating conflicting utilities.

Skill in understanding highway plans and construction methods, and ability to explain them orally and in writing to property owners.

Ability to establish and maintain effective working relationship with other employees; as well as the general public, often under adverse circumstance.

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Minimum Training and Experience

Graduation from a four-year college or university and two years of experience in right of way work; or an equivalent combination of education of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.