

RIGHT OF WAY AGENT II

DESCRIPTION OF WORK:

This is advanced level work in the acquisition of highway right of way. Employees function as squad leaders, as assistants to higher level supervisors; or they are responsible for the more complex projects or specialized work requiring higher level analytical, negotiative, or communicative skills and abilities. Contact is necessary with property owners, utility and railroad company representatives, county and municipal tax collectors, and Federal Auditors. Work is guided by laws, policies, and procedures; and is performed under the general supervision of a Right of Way Supervisor, and is reviewed in progress and upon completion.

EXAMPLES OF DUTIES PERFORMED:

Makes field inspection or involved and controversial cases to verify that property lines and location of improvements correspond to plans.

Contacts owners of right of way to be acquired; attempts to secure landowner's acceptance of offer; and maintains daily records of status of negotiations.

Prepares information for attorneys' use in prosecution of condemnation cases.

Assists supervisor with administrative duties; represents supervisor at conferences and meetings as needed; works closely with trainees in the interpretation of plans, computation of areas, and preparation of agreements; or assigns and reviews work within squad.

Negotiates settlement of damage claims resulting from highway construction.

Investigates conflicts with utility and railroad company representatives; obtains plans, estimates, and reimbursements agreements for relocating utilities and railroads; may be assigned projects having several conflicting utilities.

Prepares or 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; develops and administers procedures relative to prorating and paying property taxes and coordinates with filed offices, county and municipal tax offices.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable 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; and of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain.

General knowledge of various appraisal methods.

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 and the general public.

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Minimum Training and Experience

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