

RIGHT OF WAY AIDE

CLASS CONCEPT

This is entry-level work in the acquisition of rights of way for secondary road additions and improvements and/or in the clearance of utilities from the newly acquired rights of way. Employee researches court records for deed description, recordation data, etc. as well as prepares agreements and other instruments of conveyances for right of way acquisition. Work involves considerable public contact with landowners, utility company representatives and Division and District Highway offices in order to explain plans, describe right of way requirements, and discuss agreements. Work is guided by established policies, procedures, and state laws and is performed under the close supervision of a Senior Right of Way Agent. Work is reviewed in progress and upon completion to ensure accuracy and conformity to established standards.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities

Basic knowledge of policies and procedures for secondary road right of way acquisition.

Basic knowledge of state laws and procedures pertaining to real estate, conveyances, easements, contracts, and eminent domain involving secondary road acquisitions.

Ability to understand highway plans and construction methods associated with secondary roads and skill in explaining them to property owners.

Ability to establish an effective working relationship with other employees and the general public.

Ability to effectively communicate with property owners and the general public.

Minimum Training and Experience Requirements

Graduation from high school and the demonstrated possession of knowledge, skills and abilities gained through at least two years of experience involving the resolution of varied public contact situations which includes explaining information of considerable detail; or an equivalent combination of training and experience, preferably in the real estate field

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.

All degrees must be received from appropriately accredited institutions.