

Specification for Class of

RIGHT OF WAY AGENT 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Performs routine assignments and assists in negotiations, relocation assistance or property management and/or conducts eminent domain real estate appraisals of a non-complex nature.

Distinguishing Characteristics: Agents in this class are responsible for handling the standard assignments and providing support to a specialist at the R/W 3 level. Following are typical assignments: negotiates, or assists on relocation assistance in project acquisition of single family residence, total takes, and strip acquisition; or assists in property management by determining lease values, preparing and maintaining property files, preparing files for disposal/lease of property, performing inspections for decent, safe, and sanitary housing, and for encroachment; or appraises properties that do not involve questions of benefits or significant damages or those that need an income approach or cost approach for solution. Typically appraises whole properties or simple strip takes. All agents in this classification generally work under direct supervision of personnel in higher classifications.

Typical Work

Conducts eminent domain real estate appraisals of a non-complex nature;

Prepares appraisal reports of non-complex real estate interests following the requirements established for eminent domain appraisals by federal and state laws and professional standards;

Provides data needed to prepare right of way funding estimates for budgeting, programming, design and engineering purposes;

Participates in pre-trial proceedings related to negotiations;

Independently negotiates real estate acquisitions;

Assists in determining relocation eligibility and benefits;

Assists in preparation of moving cost estimates;

Contacts property owners to explain, offer or give relocation assistance and assists at appeals;

Performs regional property management functions;

Prepares and/or maintains property records;

Prepares files for disposal of surplus properties;

Negotiates the sale or rental of department properties;

Prepares legal descriptions and documents for the acquisition, disposal and rental of real property;

Assists title examiner in ordering, indexing and vouchering for payment of title evidence;

Performs other work as required.

Knowledge and Abilities

Knowledge of: laws and principles covering real estate transactions; real estate appraisal methods and professional standards.

Ability to: negotiate journey level acquisitions; work well and deal tactfully and effectively with others; communicate effectively both in writing and orally; write narrative appraisals of real estate interests; write real estate value estimates and studies; write appraisals in accordance with Uniform Standards of Professional Appraisal Practice (USPAP).

Minimum Qualifications

An Associate in Arts degree in Real Estate and two years of full-time experience in any one or a combination of the following real estate activities: acquisition, sales, leasing, appraisal, title examination, escrow closing, property management.

OR

A Bachelor's degree and two years of full-time experience in any one or combination of the following real estate activities: acquisition, sales, leasing, appraisal, title examination, escrow closing, property management.

OR

One year as a Right of Way Agent 1.

Additional qualifying experience will substitute, year for year, for the Bachelor's degree only.

A valid driver's license is required.

New class: Effective 12-1-65

Revised definition, minimum qualifications, general revision: 6-21-73

Revised definition: 10-29-76

Revised definition, minimum qualifications; added distinguishing characteristics: 2-18-78 adopted 5-11-78 Board meeting

Revised definition, distinguishing characteristics and general revision: 7-1-79 (adopted 6-14-79)

General revision: 3-25-83

Revised definition, distinguishing characteristics, minimum qualifications and general revision: 1-13-95

Revised minimum qualifications: 6/14/96

Revised definition and distinguishing characteristics: 12/12/97