

Specification for Class of

RIGHT OF WAY AGENT 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Independently performs as a journey level negotiator, relocation assistance agent, property management agent, and/or a title examiner, or a journey level eminent domain real estate appraiser. May be assigned as a lead appraiser on an appraisal team or as a lead negotiator on an acquisition team.

Distinguishing Characteristics: This is the journey level of the Right of Way Agent series. Assignments at this level are differentiated from Right of Way Agent 2 level because they typically involved negotiations requiring extensive title clearance, complex severance issues and/or benefits, follow-up to negotiations which have reached an impasse; investigation and disposition of claims involving unconstitutional takings; relocations involving more complex issues (i.e., retail businesses, farms, last resort housing and/or carve outs); responsible for preparation or review of relocation plans, benefit computations, and moving cost estimates; property management involving airspace leasing, auctions, auditing rental or disposal files, surplus property sales, preparing conveyance documents, collection of contract/rental payments; appraisals involving problems of a highly complex nature such as dual-premises, severance and/or benefits questions or appraisal of income producing properties; and title examination.

Typical Work

Independently negotiates real estate acquisitions;

Negotiates the sale or rental of department properties;

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

Participates in pre-trial proceedings and testifies in court including testimony as expert valuation witness;

Negotiates with groups such as corporate representatives, tribal groups, and railroad representatives, requiring understanding of unique real estate documents and cost and income value analysis;

Determines relocation eligibility and calculates benefits;

Performs inspections for decent, safe and sanitary housing;

Explains relocation program at public hearings;

Prepares or reviews relocation plans;

Prepares files for disposal of surplus properties;

Completes rental rate surveys, salvage value estimates and evaluations for surplus property disposals;

Reviews right of way transactions prior to acceptance and payment;

Verifies that all encumbrances have been properly cleared or provisions made for separate handling;

Initiates corrective action when errors or insufficiencies are found;

Makes complete title searches of public and private records on a statewide basis as required;

Orders, reviews, indexes and prepares vouchers for payment of title evidence;

Independently writes narrative appraisal reports of all types of real estate interests, following the requirements established for eminent domain appraisals by federal and state laws and in accordance with Uniform Standards of Professional Appraisal Practice (USPAP);

Independently writes all types of value estimates and studies for design and funding feasibility purposes;

Assigns work to, trains and evaluates Right of Way Agents 1 and 2;

Performs other work as required.

Knowledge and Abilities

Knowledge of: recognized methods and techniques of valuation of vacant land, residential, commercial and industrial real properties; real estate law; right of way policies and procedures; title policies and procedures; property management; and supervisory methods.

Ability to: develop right of way estimates; negotiate difficult parcels; work well with the public; solve complex title questions; manage multiple parcels of state property; communicate effectively both written and orally.

Minimum Qualifications

An Associate in Arts in Real Estate and three 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 three 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

Two years of experience as a Right of Way Agent 2 or Appraiser 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

General revision: 6-21-73

Revised definition, minimum qualifications, added distinguishing characteristics: 2-18-78

Revised definition, distinguishing characteristics: 2-9-79

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

Revised definition, distinguishing characteristics, minimum qualifications, general revision: 3-11-83

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

Revised minimum qualifications: 6/14/96

Revised definition and distinguishing characteristics: 12-12-97