

Class Concept

This is an entry-level work in the acquisition of rights of way for secondary road additions and improvements and in the clearance of utilities from the newly acquired rights of way. Position researches court records for deed description, recordation data, and other information 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 higher-level Real Property Agent or Supervisor. 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 Education and Experience

High school or General Educational Development (GED) diploma 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 education and experience, preferably in the real estate field.