Class Concept

Positions in this class may serve as Assistant State Right-of-way Agent with responsibility for planning and coordinating the activities of all sections within the department, directly supervising section heads, and providing technical assistance on right-of-way acquisition problems. Work involves considerable public contact in negotiating claims or investigating complaints.

Positions may collaborate with State right-of-way agent in implementing policies and procedures in acquiring rights of way and coordinating right-of-way work with other highway activities. Positions may also approve contracts for the removal of graves, buildings, and other items from rights of way. Approve payment of right-of-way claims involving minor sums of money. Positions may also perform field inspections with employees of the highway design department on proposed projects and determine the need for administrative adjustment of appraisals in order to settle difficult claims. They may arrange for the sale or other disposition of surplus real estate acquired on right-of-way projects.

Recruitment Standard

Knowledge, Skills, and Abilities

- Thorough knowledge of policies and procedures pertaining to right-of-way acquisition and federal participation in right-of-way costs
- Thorough knowledge of State laws pertaining to real estate conveyances, easements, contracts, and eminent domain
- Thorough knowledge of various appraisal methods
- Ability to plan, coordinate and direct the work of others
- Ability to interpret, administer and participate in departmental policy determination
- Ability to establish and maintain effective working relationships with government officials, other employees, and the general public

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and eleven (11) years of experience in right-of-way or real estate appraisal work, including five (5) years in a supervisory capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.