

Class Concept

This is specialized work at the beginning level in one of the functional units of the Real Estate Branch. A variety of tasks are performed in support of the process to acquire lands and right of way for highway construction and improvement projects. Contacts may be within the Department, with representatives of other governmental units and companies or with property owners for purpose of exchanging information and resolving problems or answering questions and explaining procedures. Work is guided by State and Federal laws and departmental policies and procedures, and is performed under the general supervision of a higher-level Real Property Agent or Supervisor.

Position receives, evaluates and prepares the distribution of all right of way plans, real property information, estimates and authorizations. Verifies and balances charges on federal-aid projects, prorates property taxes and request payment. Prepares monthly Board of Transportation agenda items concerning preliminary resolutions for acquisition approvals and condemnations. Represents the unit at project scoping meetings to address potential conflicts with existing and/or proposed utilities. Reviews and approves final reports for all right of way claims and condemnations. Administers utility relocation process for secondary road and bridge maintenance projects. Provides verbal and written authorizations for utility relocations on projects before work begins. Establishes and maintains computer documentation on all right of way acquisitions and of utility activities for all highway projects.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to understand highway construction plans.
- Ability to read and interpret title opinions and legal descriptions of property.
- Thorough knowledge of right of way policies and procedures as well as applicable State and Federal regulations is required.
- Thorough knowledge of the functional aspects of the utility industry and ability to review and evaluate utility estimates.
- Ability to effectively communicate with property owners and the general public.
- Ability to independently exercise sound judgement in analyzing situations and decision making.

Minimum Education and Experience

Bachelor's degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) from an appropriately accredited institution or an equivalent combination of training and experience, preferably in the real estate field.