

GENERAL DESCRIPTION OF CLASS

The RIGHT-OF-WAY AGENT 1 conducts appraisals of real and personal property, negotiates to acquire land and interests therein for highways and other public projects in a geographical region of the state. Employees in this class also conduct related right-of-way activities such as liaison studies, relocation analysis, project estimates, and property management activities.

DISTINGUISHING FEATURES

This is the second level of a three-level series. It is distinguished from the lower level by having responsibility for independently conducting fully proficient, journey-level real estate appraisals and negotiations of residential, industrial, and commercial properties needed for highway and other public projects, including related activities, without the need for direct supervision. It is distinguished from the higher level by the absence of responsibility for specializing in one or two areas of right-of-way such as acquisition, relocation, appraisal, liaison, property management, and appraisal review; by the absence of responsibility for handling especially complicated appraisals and acquisition negotiations characterized by high values, potential damages, and other factors; by the absence of responsibility for coordinating, planning, assigning, and reviewing the work of lower level right-of-way agents.

DUTIES AND RESPONSIBILITIES

- 1. Research and Appraisal.** Typical tasks: collects and analyzes maps, liaison reports, and construction plans to become familiar with properties to be acquired for highway or other public projects; checks title reports to verify ownership; reviews title reports for liens, contracts, mortgages, easements, or judgments on project properties which may affect quality of title; inspects the project properties with property owners to verify accuracy of title report, to discuss impact of project on their property, design features of the project, and the appraisal process; researches courthouse records and multiple listing books to document values of similar properties; analyzes and correlates valuation information collected; prepares detailed written market value appraisals based on analysis of data collected, detailing the steps taken (appraisals must include the three standard approaches of market cost and income as related to value when indicated); conducts complicated appraisals characterized by their high values and potential damages on real estate such as factories, shopping centers and other business and large industrial properties; since the parcels to be purchased are often less than the entire ownership of an individual or business, completion of these appraisal assignments requires development of great analytical skill; analyzes parcels less than the entire ownership of an individual or business; visualize property after completion of construction/ improvement and completes appraisal of the parcel as projected; reduces to dollar terms the positive and negative impact to the property caused by the project; evaluates potential mitigating features which may reduce or eliminate the financial impact; testifies in court as an expert witness in condemnation cases to support appraisal estimate on specific property.

- 2. Negotiations.** Typical tasks: prepares for conferences with owners, attorneys, or representatives by reviewing appraisal reports, property files, and construction plans; meets with owners or their attorneys or representatives, at their convenience and location, to explain impacts to their property resulting from highway or other public project; negotiates for the purchase or lease of project property; prepares benefits letter and final reports; obtains necessary signatures on closing documents and

other legal papers such as deeds, quitclaims, releases, and subordinations to vest and clear titles; recommends acceptance of administrative settlements and initiation of legal action on those properties which cannot be obtained on the basis of the agency's initial offer; negotiates with unwilling property owners hostile to the mission of the agency.

- 3.Relocation.** Typical tasks: prepares relocation plans and provides relocation assistance to individuals and businesses displaced by highway and other public projects; computes benefits and completes and submits forms to supervisor for relocation claims; works with displaced individuals by searching for other suitable property; consults with lending institutions, title companies, and realtors to expedite the relocation process; provides advice and guidance to individuals and businesses required to move as a result of highway or other public projects; monitors, verifies, and justifies relocation expenses claimed; inspects replacement housing selected by displaced individuals to assure it meets Federal statutory requirements of "decent, safe, and sanitary."
- 4.Property Management.** Typical tasks: assists higher level right-of-way agent in property management by conducting rental analysis to establish fair rental rates for agency-owned properties, writing advertisements for the rental of agency-owned property, interviewing perspective tenants, preparing rental agreements and leases, and collecting rent from tenants; appraises surplus property for disposal; prepares advertisements and notices for the sale of surplus agency property; observes demolition of buildings and structures for payment justification and contract compliance.
- 5.Liaison.** Typical tasks: assists higher level right-of-way agent in liaison by providing input affecting project design and location to engineers and designers about the affect on and potential damage to the value of the property to be acquired resulting from design and location alternatives, by preparing liaison reports covering these impacts and need for property specific design features for use in preparation of Environmental Impact Statements, and by representing the agency at public hearings to explain and discuss the right-of-way acquisition and relocation processes to the public.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily telephone or in-person contact with highway engineers and designers to discuss and obtain project plans and related documents. They have regular telephone, in-person, or written contact with property owners for appraisal, negotiation, and relocation purposes. Employees have occasional telephone or in-person contact with the owner's attorney or representative to negotiate for highway property. Occasional telephone or in-person contact is made with title company employees and city and county government employees to verify records and obtain information. During litigation, employees in this class have frequent contact with attorneys and other professionals in preparing to defend contested appraisals and relocation benefit determinations.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a Right-of-Way Agent Supervisor or higher-level right-of-way agent who assigns appraisals, negotiations, relocation, and related activities to be performed. Employees work with independence and make individual decisions regarding property settlements when working in the field. Completed reports are reviewed for accuracy, timeliness, format, and completeness, and to ensure compliance with Federal rules and regulations, and applicable State and Federal laws. Employees in this class follow Federal Highway Administration Rules and Regulations, applicable State and Federal laws, Right-of-Way Manual guidelines and practices, and Highway Division policies and procedures to ensure that right-of-way activities are consistent with those directives.

GENERAL INFORMATION

Positions in this class require the willingness to work outdoors in all kinds of terrain and weather and the willingness to work a flexible schedule.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of real estate and condemnation law.

General knowledge of appraisal theory, methods, and techniques including all approaches to value.

General knowledge of forms and content of legal documents.

General knowledge of negotiation, acquisition, and relocation procedures and practices and their applicable laws, rules, and regulations.

General knowledge of Federal Highway Administration Rules and Regulations, applicable State and Federal laws.

General knowledge of Right-of-Way Manual guidelines and Highway Division policies and procedures.

Basic knowledge of highway engineering methods and practices in relation to planned highway construction.

Skill in negotiating and acquiring property for highway projects.

Skill in collecting, organizing, and interpreting technical right-of-way information and summarizing it in written form.

Skill in writing clear and concise letters.

Skill in reading construction plans and maps.

Skill in following oral and written instructions.

Skill in independently conducting on-site inspections of various properties such as residential, industrial, and commercial property and in preparing a supportable and defensible estimate of value acceptable in court of law.

Skill in testifying as an expert witness in judicial and quasi-judicial proceedings and in effectively representing the agency under rigorous examination and cross examination.

Skill in making oral presentations at public hearings or meetings regarding right-of-way matters.

Ability to conduct public auctions of state surplus property.

Ability to walk for extended periods of time.

Ability to secure and maintain a valid driver's license at the time of appointment.

Ability to discuss change of surveys with engineers in order to minimize right-of-way costs.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.