

CLASS SPECIFICATION
Right of Way Agent I

FLSA Status: Covered
Union Representation: Professional and Technical Employees (PTE)

GENERAL PURPOSE

Under general supervision, conducts the more routine right of way acquisition assignments; researches title records to determine ownership and encumbrances on properties; prepares legal descriptions and prepares conveyance documents; prepares street vacation petitions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Right of Way Agent I is the entry-level class in the Right of Way Agent series. Right of Way Agents I are responsible for performing routine technical right of way acquisition assignments.

Right of Way Agent I is distinguished from Right of Way Agent II in that incumbents in the latter class perform the full range of professional, journey-level right of way responsibilities, including negotiating for the acquisition easements and rights of way.

Right of Way Agents are distinguished from other related engineering technician classes by the regular and continuous assignment of right of way acquisition related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Performs research for various right of way projects, including gathering and compiling information for reports and responses to questions from property owners, attorneys, right of way agents and others.
2. Researches county assessor and other public records to identify ownership of property affected by existing or proposed facilities; reviews standard title reports for accuracy of the vesting and legal description of property and identifies any conflicting issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances that might impact right of way acquisition.
3. Receives and processes standard appraisal reports prepared by independent appraisers.
4. Drafts right of way documents and other materials for acquisition of easements.
5. Processes legal documents for recording; prepares and maintains acquisition records.

6. Reviews subdivision and partition plats.
7. Drafts petitions, maps and correspondence for street vacations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Concepts, methods and techniques for appraising property and establishing market value.
2. Methods and techniques for property recordation and property record search.
3. Federal, state and local laws and regulations applicable to land and easement acquisition by public agencies.
4. Basic principles and practices of property and contract law.
5. Basic terminology, methods and practices of facilities engineering design, land-use planning, land surveying, mapping and construction processes.
6. Principles and practices of sound business communications.

Ability to:

1. Process technical data and legal requirements regarding right of way issues.
2. Understand and apply federal, state and local laws and regulations applicable to right of way processes.
3. Read, interpret and create legal descriptions.
4. Research and accurately establish property ownership.
5. Prepare clear, concise and comprehensive documents and reports.
6. Communicate effectively orally and in writing.
7. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned property owners.
8. Establish and maintain effective working relationships with managers, staff, consultants, representatives of other governmental agencies, property owners and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high

school, trade school or vocational school, or G.E.D. equivalent; supplemented by courses in real property law, appraisal, surveying or other related subjects; and one year of real property title, appraisal, or surveying experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-01 New class Right of Way Agent I (6081) created as part of the COPPEA Class/Comp Study.
Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
Revised: 08-07-06 Revised FLSA status from "Non-exempt" to "Covered."
June 2009 - Change Job Class number from 6081 to 30000348, due to system change.
July 2017 – Updated union name from COPPEA to PTE