

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**RIGHT OF WAY AGENT 1**

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**DEFINITION**

Performs public contact work in the capacity of a trainee, in the appraisal, acquisition, condemnation, relocation assistance, property management, or closing phases of right of way operations, in the negotiation of agreements with parties with facilities affected by highway construction projects pertaining to their relocation/adjustment, or in the highway beautification program; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Establishes present title status of subject properties in order to assure that existing is accurate, complete and current by gathering title data through the examination of county courthouse and city hall documents and interviews with such appropriate people as abstractors, attorneys, and property managers.

Locates and gathers data from printed and visual (e.g., photographs) sources in order to have information to use in estimating the market value or in the acquisition of the title of the property by reading, selecting, and recording the pertinent facts.

Aids property owners and/or relocates during the right of way acquisition project in order to facilitate the project's completion by serving as liaison with lending institutions, housing and welfare agencies, interpreting and explaining acquisition, relocation, closing, and property management information.

Determines eligibility, moving cost options and amount of payment in order to accomplish relocation and make payment in conformance with state and federal laws by gathering moving cost option data, analyzing that data, selecting and comparing the pertinent variables in each relocation case with state and federal eligibility criteria, and selecting the appropriate individual payment option.

Applies the cost, market and income approaches to subject property in order to estimate the market value of subject properties both before and after acquisition by selecting relevant, previously gathered information, considering factors involved in determining the highest and best use of land, and using the methodology specific to each approach.

Disposes land in order to reduce the land inventory by obtaining approvals, utilizing plats, descriptions, and appraisals, and employing the sealed bid, auction, direct sale, transfer of jurisdiction or abandonment approaches.

Documents all phases of right of way acquisition in order to indicate the status of the acquisitions, property management, title and closing, and relocation aspects by recording all conveyance and title instruments, writing various narrative reports, and filing data and materials gathered into parcel and project files.

Gathers pertinent data relating to railroads/utilities affected by proposed highway construction/maintenance projects in order to inform companies involved and solicit from them their plans for adjustment/relocation of their facilities.

Draws up and negotiates agreements with railroads, utilities, counties, cities and municipalities in order to insure that adjustments resulting from proposed highway construction/maintenance projects are reasonable, adequate, and in compliance with associated standards and policies.

Monitors progress of the above-stated relocation/adjustment projects to insure that they are being carried out in compliance with the negotiated agreements in a timely manner.

Inventories signs along primary highways and obtains necessary information regarding sign location, ownership, and content for Control Unit to issue removal notices where necessary.

Evaluates signs along primary highways that do not conform to the Highway Beautification Act to determine amount of compensation due sign and site owners for acquisition.

### **COMPETENCIES REQUIRED**

Knowledge of the English language including punctuation, grammar, spelling, and sentence structure.

Knowledge of state and federal laws, policies, and regulations relating generally to real estate and specifically to the basic activities of right of way acquisition.

Ability to comprehend/interpret narrative, visual and numerical information pertinent to the appraisal process including property descriptions; road plans: cross-sections, topographic maps, plans/profiles; technical studies prepared by Department of Transportation: traffic counts; real estate laws, and zoning ordinances.

Ability to calculate mathematical solutions utilizing addition, subtraction, multiplication, division, and percentages for such purposes as determining moving cost estimations and housing payments.

Ability to recognize/assess errors or incompleteness in narrative, graphic, and pictorial information and material.

Ability to communicate with others for purposes of gathering or explaining factual information or estimates; narrative, pictorial or graphic material; rights and courses of action; both orally and in writing.

Ability to recognize/assess the significance of facts/data gathered by interviews and conversations, or by review of narrative and graphic material, or by inspections.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree;

OR

an equivalent combination of experience and education substituting one year of the required full-time experience in real estate appraisal, property acquisition, real estate sales or management, relocation assistance, right of way engineering, or other real estate or development support activity of comparable level for one year (30 semester hours) of the required education to a maximum substitution of four years;

OR

an equivalent combination of experience and education substituting one year of the required full-time experience in field-commissioned sales work, engineering survey, highway construction inspection, or as the manager of a business for one year (30 semester hours) of the required education to a maximum substitution of four years;

OR

an equivalent combination of experience and education substituting of satisfactory completion of any American Institute of Real Estate Appraisers Course, Society of Real Estate Appraisers Course, American Society of Farm Managers and Rural Appraisers Course, or American Right of Way Association

Course, for one year (30 semester hours) of the required education to a maximum substitution of four years.

**NOTE**

All positions in this classification travel extensively throughout the State of Iowa. All applicants for this classification must be able to obtain a valid driver's license.

Effective Date: 04/10 DDF