

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
RIGHT OF WAY AGENT 4

DEFINITION

Performs lead work responsibility for a satellite right of way office or a specialized portion of statewide right of way activities or programs such as appraisal review, appraisal production, acquisition production, utilities or railroads negotiation, condemnation or closing; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions, and reassignments.

Coordinates and administers closings performed by employees or contractors in compliance with established standards for timely payments to property owners.

Coordinates the activities associated with the transfers of jurisdiction of former primary highway sections to local governments; prepares and processes the legal documents necessary to transfer the property to the receiving local government.

Coordinates condemnation unit activities for the acquisition of private property for public purposes and assists local public agencies in those activities; certifies the availability of property for construction projects.

Makes a final negotiation effort to prevent the necessity for condemnation proceedings by reviewing the entire parcel file and meeting with the principals involved or their representatives.

Finalizes difficult negotiation processes in order to complete acquisition of real property by settling the problem administratively or representing the State at the Compensation Commission hearing.

Oversees the operation of a satellite right of way office or unit in order to maintain control of a specific project by coordinating personnel in the performance of right of way design, appraisal, acquisition, title and closing, relocation assistance, and property management within the specific office.

Represents the agency in associated right of way functions in order to gather and/or disseminate information by attending seminars, meetings, and conferences and public hearings.

Instructs or serves as technical consultant in right of way training programs in order to disseminate knowledge and help increase the level of expertise of other employees.

COMPETENCIES REQUIRED

Knowledge of real estate principles such as supply and demand, conformity, substitution, and highest and best use of land.

Knowledge of legal instruments and documents, and techniques and methods used in real estate transfer and transactions.

Knowledge of state and federal laws, policies, and regulations relating to real estate and activities of right of way programs.

Knowledge of agency policies, regulations, and procedures relating to the activities of right of way operations.

Ability to comprehend and interpret narrative, visual, and numerical information pertinent to the right of way process including property descriptions, road plans such as cross-sections, topographic maps, plans, profiles, real estate laws and zoning ordinances.

Ability to maintain composure in situations such as court appearances, and contacts with property owners, railroad and utility officials, and city, county, state, and federal officials.

Ability to recognize/assess errors in incompleteness in narrative, graphic, and pictorial information and completion of work assignments including time allocation and priority setting.

Ability to effectively communicate with others in English.

Ability to consider all available relevant data in order to reach objective, viable decisions based on that data.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university and experience equal to four years of full-time work as a right of way agent involved in real estate appraisal, property acquisition, real estate sales or management, or relocation assistance;

OR

an equivalent combination of education and experience substituting the equivalent of one year of full time work experience in real estate appraisal, property acquisition, real estate sales or management, relocation assistance, field-commissioned sales work, right of way engineering, other real estate development support activity, engineering survey, highway construction inspection, or as the manager of a business for each year of the required education with a maximum substitution of four years;

OR

satisfactory completion of any Appraisal Institute course, American Society of Appraisers course, American Society of Farm Managers and Rural Appraisers course, or International Right of Way Association course, or its equivalent may be substituted for each year (thirty semester hours or its equivalent) of the required education with a maximum substitution of four years.

NOTE:

Applicants desiring to be considered for positions in this class must include on or with the application a list of specific course work relating to right of way operations which indicates the dates, length (in hours), and successful completion of course work.

Effective Date: 6/08 DK