

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RIGHT OF WAY AIDE 3

DEFINITION

Under general supervision, provides specialized technical support in right of way transactions including condemnations, transfers of jurisdiction, closings, and title acquisition; 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

Obtains right of way project information relating to the location of property, ownership interests, chain of title, and mortgage, lien, judgment, tax or title concerns in order to accurately identify property ownership and encumbrances by examining project files, report of liens, plats and property descriptions, and calling or traveling to request information from various offices in the county or municipal courthouses or from a land surveyor; brings errors or omissions to the attention of appropriate personnel.

Routes project documents and correspondence such as releases, easement priority agreements, payoff demand requests, escrow or payment arrangements, and closing documents to appropriate individuals or offices in order to assure smooth, timely, accurate and complete processing of project documents by completing forms, writing letters, and sending documents; maintains log of current projects, writes explanatory reports as necessary and completes post mortem filing in order to effectively organize and document projects.

Communicates with property owners, persons with authority, attorneys, professional abstractors, and mortgage companies in order to obligate parties, identify correct names and addresses of condemnees, secure professional opinion or report of liens recertification and receive or provide information through written correspondence and telephone conversations or personal visits; converses with co-workers and other departmental personnel to provide or receive information relating to unusual or problem situations and to obtain direction and clarification of assignments from supervisor.

Drafts project documents including registered land surveyor's descriptions, Warranty and Quick Claim deeds, legal property descriptions, Easement for Public Highways and other title documents by examining project file, abstract and title information and describing property in accordance with established standards and procedures.

Checks parcel descriptions, plans, profiles, plats, cross-sections, topographical maps, mathematical calculations and other project related information prepared by others in order to verify the completeness, accuracy, and conciseness of calculations and details, and adherence to rules and regulations by recalculating data, and examining and comparing current and historical documents; reviews release documents to verify that required signatures are included and payments have been made.

Closes transactions periodically by visiting county and city courthouses to verify that information is still current, meeting with interested parties to explain the nature and purpose of documents, obtaining appropriate signatures, and transferring warrant to seller.

Prepares illustrations of parcel information on aerial photographs or plats for graphic exhibits, or as requested by attorneys for use in appeal cases by examining parcel file information and right of way plans, labeling and drawing to-scale the total property affected including prior and post condemnation right of way using drafting pens and instruments.

COMPETENCIES REQUIRED

Knowledge of legal documents and other resources related to right of way acquisition such as report of liens, property descriptions, and title, judgment and mortgage records.

Knowledge of the instruments, policies and procedures of right of way conveyance including state laws regarding eminent domain.

Knowledge of the use and care of drafting equipment such as radius and lettering guides, scales, triangles and drafting pens.

Ability to identify specific information from a substantial amount of related data or written information in sources such as legal property descriptions, reports, manuals and the Code of Iowa.

Ability to detect errors, discrepancies and omissions through examination of right of way conveyance documents, plans, plats, and parcel descriptions to ensure that documents are accurately completed.

Ability to perform mathematical calculations including addition, subtraction, multiplication and division to calculate costs and areas of land associated with right of way acquisition.

Ability to draft to-scale exhibits of plats to illustrate right of way acquisition to interested parties.

Ability to follow written and oral instructions to complete work as assigned.

Ability to read, write and speak the English language to interpret written right of way documents and to communicate with the public.

Ability to read and understand legal property descriptions, chain of title and encumbrance related documents, engineering plans and sketches to determine exact boundaries and owners of land involved in right of way projects.

Ability to write concise technical reports and accurate legal descriptions to adequately document right of way transactions.

Ability to work effectively with others including co-workers and the public to receive and provide information or services.

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. Makes an effort to follow policy and cooperate 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 high school or G.E.D. equivalent and three years of technical right of way support experience;

OR

an equivalent combination of education and experience substituting one year of coursework in a college or university for each year of the required experience.

Effective Date: 6/22/84 KLT