

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RIGHT OF WAY AIDE 4

DEFINITION

Under general direction, performs advanced technical work in right of way activities; 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

Coordinates and participates in the development of unusually complex right of way project design plans and obtains compliance with right of way requirements.

Coordinates and reviews consultant design plans and obtains compliance with right of way requirements.

Assists in coordinating the maintenance of departmental design and title search production schedules.

Provides lead work in the use of departmental condemnation procedures necessary to assure timely service of notice and to maintain required condemnation schedules.

Coordinates hearing procedures with the Office of the Attorney General and certifies acquisition of the required right of way.

Oversees, coordinates and participates in the use of departmental real estate closing systems necessary to maintain closing schedules and to obtain the required land title.

Represents the department at complex or unusual closings and certifies to and coordinates the receipt of closing statements certifying disbursement of funds and acquisition of required record title.

Oversees and participates in the use of departmental cost accounting procedures and payment support systems.

Audits departmental payment support systems and reviews State audits of the department.

Assists in the development and maintenance of records and record systems necessary to assure the integrity of the departments cost accounting and payment support systems.

Coordinates and/or participates in the use of federal aid reimbursement systems.

Reviews federal project cost audits, recommends ultimate departmental disposition of State claims for federal aid and provides documentation or recommends methods necessary to support and record ultimate audit claim disposition.

Assists a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

COMPETENCIES REQUIRED

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

Knowledge of the documents, policies and procedures involved in the assigned phase of right of way operations.

Knowledge of the instruments and procedures of right of way conveyance.

Knowledge of the operation of Computer Aided Drafting and Design equipment.

Ability to comprehend/interpret property descriptions, road plans: cross- sections, topographic maps, plans and profiles.

Ability to calculate mathematical solutions utilizing addition, subtraction, multiplication, division, and percentages.

Ability to establish and maintain effective working relationships with others.

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 the G.E.D. equivalent and the equivalent of five years of full time right of way experience of which one year must have been at the level of a Right of Way Aide 3;

OR

an equivalent combination of education and experience substituting one year (thirty semester hours or its equivalent) of post high school course work for each year of the required experience to a maximum substitution of four years (no substitution allowed for the Right of Way Aide 3 level work experience);

OR

successful completion of a two year surveying technician course at an area college;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of two years of full-time experience assigned to a land survey crew performing land corner surveys or coordinating public hearings related to the acquisition of right of way shall be considered qualified.

Effective Date: 7/94 BW