

## HIGHWAY RIGHT OF WAY ASSOCIATE I

DESCRIPTION: Under general supervision, prepares various legal descriptions and documents for the purpose of acquiring real estate from various individuals, organizations, other public entities and private concerns for highway right of way; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews right of way status reports and other information to determine which projects need to be completed first.

Compiles and compares information from appraisal reports and project plans to assure accuracy of land ownership, exact amount and location of land being acquired (metes and bounds); checks angles and distance and locates section and property lines.

Writes contracts for land acquisition on all projects to include any revisions made after appraisals are completed.

Prepares deeds on computer on each tract of land being acquired; prepares vouchers from contracts to accompany deeds, which cover all items of expense.

Investigates mortgage information on contracts received from negotiating staff and appropriate county offices; sends letters about land transfers and payments to notify loan agencies and individuals and to seek releases.

Maintains records on each project that show the status of each tract being acquired and each request for mortgage release.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the types of right of way conveyance instruments and mortgage releases; agency procedures for acquiring land; agency's organizational structure and functions, and current projects.

Ability to: prepare deeds by applying legal descriptions to the proper deed instrument; determine what information is needed to process the transfer of a tract of land.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: real estate terminology.

Ability to: calculate solutions to arithmetical problems; interact effectively with agency staff and others within the real estate industry; communicate verbally and in writing with agency staff and others to collect information and resolve discrepancies in data.

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JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that enables an applicant to possess the required knowledge, skills and abilities. A general qualification guideline for this class is a high school diploma or its equivalent, and work experience in transferring real estate ownership or related field of work.