

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY RIGHT OF WAY AGENT I

EST: 10/75 - REV: 07/10
CLASS CODE: A27311

DESCRIPTION: Under immediate supervision, learns in a training capacity to perform and then performs basic work assignments in property acquisition, relocation assistance, and/or property management for the Nebraska Department of Roads relative to State or federally funded projects; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of the Right of Way Agent class series that serves as the trainee/developmental and full performance level of the series. Positions at this level initially learn and develop an understanding of assigned right of way tasks. Expansion in the range and level of responsibility and job proficiency is expected in preparation for advancement to the Highway Right of Way Agent II class. The work initially is performed under very close supervision changing over time to allow more freedom in handling routine assignments. Any questions, difficulties, or changes involving established work directives are referred to the immediate supervisor or other Agents for review and solution.

Positions in this class are not expected to supervise or provide work direction to other Agents. Positions whose primary purpose involves right of way appraisal work, liaison right of way work, or technical right of way support work are not assigned to this class series.

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.)

Learns to research and researches automated and hard copy public records to determine property ownership, status of liens, mortgages, easements, or leases on private property.

Learns to contact and contacts property owners to explain the project plans, appraisals, contracts, relocation assistance, and acquisition procedures.

Learns to extend and extends purchase offers and counteroffers to property owners and prepares all documents required for purchase payments to owners and/or learns to and explains and prepares all documents required for the eminent domain procedure.

Learns to determine and determines relocation assistance required when the public is displaced by highway construction, including locating comparable housing or replacement sites, estimating moving expenses, calculating loan interest differentials, and computing all eligible payments.

Learns to assist and assists other agency staff working with local governments concerning right-of-way acquisition, relocation assistance, and property management requirements governing federal funds to ensure compliance with federal regulations to preserve federal aid eligibility.

Learns to determine and determines disposal of state owned right-of-way, including relinquishment, abandonment, or the selling of excess land, structures or personal property and learns to and researches and prepares associated legal documentation and correspondence.

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Learns to negotiate and negotiates terms and conditions of leases for state owned right-of-way, including advertising, interviewing prospective leases, credit checks, and performance monitoring.

Learns how to prepare and prepares Right-of-Way Certificates.

Learns to inspect and inspects acquired property for asbestos and writes the asbestos removal plan.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: real estate practices and legal documents; basic appraisal, negotiation, relocation, and property management techniques; basic technical engineering principles and practices.

Ability to: read and interpret simple maps and property descriptions; establish and maintain work relationships with co-workers, property owners, and the public; learn and read highway construction and right-of-way plans, agency rules, and operational policies; exercise tact and judgment in dealing with property owners; operate a personal computer and other devices using standard software applications to access databases and generate reports.

Skill in: recognizing and assessing the significance of interpersonal behaviors and outcomes of communicating with others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in, real estate appraisal or valuation work; real estate purchase, sales, or management work; relocation; technical engineering or right of way support work; or title research or transaction work.

SPECIAL NOTES:

All positions in this class will require incumbents to possess a valid driver's license at the time of and for the duration of employment in this class or the ability to provide independent transportation, and will require extensive, overnight statewide travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).