

DESCRIPTION: Under limited supervision, performs various work assignments in property acquisition, relocation assistance, and/or property management for the Nebraska Department of Roads relative to State or federally funded projects. May provide training or guidance on established policies and procedures to less experienced Agents, other agency employees, other organizations, or the public; performs related work as assigned.

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

This is the second classification level of the Right of Way Agent class series that serves as the full performance level of the series. Positions at this level perform the full range of work assignments within specific phases of right of way operations, such as property negotiation and acquisition, property owner and resident relocation assistance, or property management and disposition. The work is performed under limited supervision except for when unusual or very complex issues or activities arise, such as complex business locations. Otherwise, most assignments are performed with supervisory reviews conducted at the end of the assignment. Any questions, difficulties, or changes involving established work directives are referred to the immediate supervisor for review and approval. Incumbents at time of employment are expected to possess either education and/or experience in the job related requirements to perform the work assigned.

Positions in this class are not expected to supervise other Agents, but may provide training and guidance to them. 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.)

Reviews design plans, appraisals, and legal documents for property to be acquired prior to making an offer to the owners; researches public and agency records to determine property ownership, status of liens, mortgages, easements, or leases on private property.

Contacts property owners to explain project plans, appraisals, contracts, relocation assistance procedures, acquisition processes and answer questions.

Extends purchase offers and counteroffers to property owners and prepares all documents required for purchase payment to owners; explains condemnation procedures to property owners, if negotiations do not reach settlement and prepares all documents required for the eminent domain procedures.

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. Inspects acquired property for asbestos and write the asbestos removal plan.

Assists local governments with right-of-way acquisition, relocation assistance and property management involving federal funds to ensure compliance with federal regulations to preserve federal aid eligibility.

A27312 - HIGHWAY RIGHT-OF-WAY AGENT II (continued)

Determines disposal of state owned right-of-way, including relinquishment, abandonment, or the selling of excess land, structures, or personal property; reviews requests for purchase or lease of State owned real estate assets; researches and prepares associated legal documentation and correspondence; determines proper signatories to sign deeds and what releases are needed for the State to obtain clear title to the right of way.

Negotiates, within certain limitations, the terms and conditions of the acquisition of property; negotiates terms and conditions of leases for state owned right-of-way, including advertising, interviewing prospective leases, credit checks, and performance monitoring.

Reviews documents concerning Local Public Agency projects funded by the agency to ensure compliance to Uniform Act rules and regulations.

Prepares Right-of-Way Certificates, informational brochures, and legal descriptions for use by other agency employees, and offer letters, deeds, and vouchers to present to property owners; prepares call reports documenting all contacts with owners or residents and settlement reports documenting the basis of settlements.

Prepares and reviews files and documents to submit to senior management of the Right of Way Division to ensure compliance of actions, decisions, or settlements with laws, rules, and policies; prepares document used by State Attorney General's office as the basis for determining appropriate parties in condemnation actions.

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

Knowledge of: methods and techniques used in property appraisal, acquisition, and management; legal instruments used for the transfer, sales, and lease of property; relocation assistance laws, policies, and procedures; property acquisition laws, regulations, and procedures related to highway construction; real estate practices and policies; basic appraisal, negotiation, relocation, and property management techniques; basic professional engineering principles, concepts, and practices.

Ability to: read and interpret narrative, visual, and numerical information including maps, property descriptions, and highway plans; communicate with agency employees, property owners, representatives of other agencies, and the public to explain procedures, proposals, and documents; exercise tact and judgment when dealing with property owners, other agency representatives, and the public.

Skill in: recognizing and assessing the significance of interpersonal behaviors and outcomes of communicating with others; composing clear, concise, and accurate legal documents, records, and other communications; communicating with the public and others using different approaches to explain facts and estimates, and to reach settlements.

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 assistance work; technical engineering or right of way support work; or title research or transaction work.

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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.

Some positions in this class may require incumbents to possess licenses or certifications in one or more of the following areas: real estate, appraisal, or abstractor work.

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).