

HIGHWAY RIGHT OF WAY ASSOCIATE II

DESCRIPTION: Under limited supervision, coordinates and processes information and documents concerning the Highway Beautification and Right of Way Use and Occupancy programs; 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.)

Researches and reviews project plans, records and files to determine status and location of easements, right of way, control of access, and permit; advises agency staff and others of findings of this review.

Assists District personnel in administering the Highway Beautification and Right of Way Use and Occupancy programs.

Attends meetings with agency staff and contractors, developers, and consultants concerning right of way location, use and rights; prepares coordination correspondence about specific program/project activities.

Reviews applications for right of way use and occupancy, junkyard and sign permits; takes necessary action to issue permits for all approved locations and uses.

Initiates and maintains various computer databases to maintain data and lists, and status and notification information concerning specific program/project activities.

Maintains manual records inventories of sign, junkyard and right of way use and occupancy permits.

Prepares correspondence, deeds and permits for signature by supervisory or other agency staff; responds to and contacts general public/county offices concerning questions about specific program/project activities.

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

Knowledge of: legal documents and other resources related to right of way acquisition; program policies and directives specific to assigned functions.

Ability to: review permit requests and approvals and determine conflicts with project plans; write and process deeds; understand and use information from construction and right of way plans; identify discrepancies in data received or in requests processed and recommend changes or solutions.

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; agency organizational functions and structure.

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Ability to: communicate verbally and in writing to verify information, explain requirements, and compose correspondence; interact effectively with agency staff and others to collect information and resolve discrepancies in data; calculate solutions to mathematical problems; use computers and associated software.

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 work experience in reviewing construction plans and/or legal descriptions or related field of work, OR technical education in preparing construction plans and/or legal descriptions or related field of study.