

Title: Right of Way Coordinator	Effective Date: June 13, 2016	Grade: XIV	Job Category: Professional
Prior Title: Right of Way Coordinator	Prior Effective Date: September 29, 2014	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating those activities relative to acquiring right of way for secondary road and urban system projects and working closely with Local Public Agencies (LPA), including county judges, mayors, and other Departmental employees.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Schedule and conduct preliminary right of way correlation inspections.
- Prepare waiver valuations for properties involved in right of way acquisition when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000 or less.
- Negotiate and acquire simple real property acquisitions through personal negotiations or mail when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000 or less.
- Prepare report on the PRWC review and make distribution to all persons involved.
- Advise and assist LPAs in the proper procedures to acquire right of way in accordance with state and federal requirements.
- Review LPA files and documentation to ensure proper procedures were followed in the acquisition of right of way.
- Coordinate with Department and other officials to ensure right of way acquisition for secondary roads is handled efficiently and in accordance with state and federal requirements.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in real estate or related field, OR the educational equivalent to a diploma from an accredited high school plus four years experience in real estate or coordination of public projects. Ability to read and interpret right of way and highway construction plans. Knowledge of land titles desired. Excellent oral and written communication skills. Physical ability to traverse rugged terrain. Valid driver's license and constant statewide travel required. Constant statewide travel for this position means overnight travel up to four nights per week depending on project locations.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

