

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

CHARACTERISTICS OF WORK

This position is accountable for the acquisition of right of way for highway or transportation related purposes.

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.

- Negotiate and acquire a wide array of real property acquisitions through personal negotiations or mail.
- Acquaint the property owner with the right of way and construction plans of the proposed project.
- Advise property owner on how much property is being acquired, the effect on remaining property, and how offer was determined.
- Review title information and obtain documents to ascertain proper signatories on contract to sell.
- Coordinate with design divisions on potential changes identified during negotiations.
- 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.
- Attend and participate in public meetings.
- Assist in training sessions.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in real estate or related field from an accredited college or university and one year of direct experience in the acquisition of real property for highway or transportation related purposes; OR the educational equivalent to a diploma from an accredited high school and five years of experience in real estate acquisition or related field with at least one year of direct experience in the acquisition of real property for highway or transportation related purposes. Good oral and written communication skills. Ability to establish and maintain effective working relationships with public officials and the general public. Ability to read and interpret right of way and highway construction plans. Notary eligible. 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.

