

## **RIGHT OF WAY SPECIALIST**

### CODES/PAY RANGE

Class Code: 2043      EEO Code: C      FLSA: E      Pay Range:  
Level I -  
Level II -  
Level III -

### MAJOR FUNCTION

Progressively responsible professional work in all phases of real property acquisition and disposal for the County of Volusia.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **LEVEL I**

Performs complex technical and research tasks to support the acquisition, lease and sale of real property including reviewing legal descriptions; preparing legal instruments; preparing contract documents, requisitions and payment vouchers; conducting title searches and abstract research; processing applications for abandonments, vacations, special assessments, Murphy reservations, and right of way releases. Establishes and maintains all pertinent records and files.

Assists County Legal Services in condemnation proceedings, land donation and real estate closings. Provides right of way information to the public, service groups/centers and other public agencies.

#### **LEVEL II**

Performs all examples of work at the lower level.

Serves as Lead Worker on assignments. Negotiates contracts with right of way consultants, researches and provides project-related information to the consultant and conducts regular progress meetings.

Coordinates changes to construction plans with the design group; obtains approval for settlements above appraisal amounts; verifies title insurance and obtains subordinations; prepares and records all documents; and maintains parcel data base and right of way management reports.

#### **LEVEL III**

Performs all examples of work at the lower levels.

May serve as Project Leader on assignments. Handles more difficult, controversial projects for

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appraisal and acquisition. Negotiates with property owners or their designees for the acquisition of

property, easements etc. Contacts property owners by correspondence, phone or in person to request cooperation with County construction projects, and to provide information relative to construction, appraisal methods and values. Prepares written offers for property acquisition; negotiates settlement amount, obtains subordination, if necessary. Provides relocation assistance and advisory services. Coordinates all activities required to effectuate transactions. Prepares condemnation packages and assists legal in the process. Verifies property is physically clear for commencement of construction.

Prepares appraisal reports; negotiates appraisal fee proposals and contracts; reviews appraisals submitted by outside appraisers; prepare project cost estimates; and provide recommendations on the value of impact fee credits.

Performs related work as required.

## **KNOWLEDGE, ABILITIES AND SKILLS**

### **RIGHT OF WAY SPECIALIST - Level I**

Ability to interpret legal descriptions. Ability to perform complex research tasks; ability to write and review legal descriptions; ability to prepare legal instruments.

Knowledge of basic real estate practices and principles. Knowledge of map reading and preparation.

### **RIGHT OF WAY SPECIALIST - Level II**

Ability to interpret legal descriptions. Ability to manage a project. Ability to write legal instruments for the transfer of property. Ability to negotiate with a variety of people. Ability to work independently.

### **RIGHT OF WAY SPECIALIST - Level III**

Possession of all knowledge, abilities and skills at the lower level. Ability to supervise. Ability to perform more complex tasks. Ability to set priority tasks, assign work, and ensure proper completion of work assigned.

## **MINIMUM QUALIFICATIONS**

**RIGHT OF WAY SPECIALIST - Level I -** Bachelor's degree in Finance, Business Administration, Real Estate or related field and one (1) year of experience in right-of-way administration; sale, acquisition or appraisal of real estate; real estate title searches or abstract preparation.

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**RIGHT OF WAY SPECIALIST - Level II** - Two (2) years as a Right of Way Specialist, Level I or equivalent. Must complete IRWA courses as indicated in the Right of Way Progression Agreement, level II, before moving to level III.

**RIGHT OF WAY SPECIALIST - Level III - (Advanced Negotiations)** Three (3) years as a Right of Way Specialist, Level II or equivalent and completion of IRWA courses listed in the Right of Way Progression Agreement, level II.

**RIGHT OF WAY SPECIALIST - Level III - (Appraisal)**

Three (3) years as a Right of Way Specialist, Level II or equivalent and completion of IRWA courses listed in the Right of Way Progression Agreement, level II.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to lift 20 lbs. maximum. Frequent lifting and/or carrying objects weighing up to 10 lbs. Ability to reach, see, hear, talk, walk. Manual dexterity. Ability to use a personal computer. Ability to traverse undeveloped/uneven terrain.

Environmental Demands: Inside/outside work.

Mental Demands: Ability to read and comprehend legal documents, ordinances, statutes; instructions, letters, and summaries; maps, plats. Ability to write legal descriptions, summaries, letters, appraisal reports, and financial documents. Ability to perform advanced mathematical functions. Ability to speak clearly and concisely to relay information, data and details to layman. Ability to analyze data and develop conclusions.

Revised 03/00

Replaces 10/97