



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Right-of-Way Agent</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Chief Public Works Inspector</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Resource Management</u>	JOB CODE: 303	

DEFINITIONS:

With general supervision, researches property ownership, contacts owners, negotiates with owners and prepares documentation necessary for the County to acquire rights of way and easements.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Contacts property owners for the donation of land, acquisition of easements, and access rights for public works projects; corresponds with out-of-town property owners, attorneys, and trust department officers to obtain needed right-of-way access; communicates with property owners to explain acquisition process; maintains records pertaining to land acquisition activities.

Researches records to determine property ownership and obtain other relevant information; conducts title searches; schedules, plans, and conducts public meetings about project specific right-of-way acquisitions.

Prepares lien waivers, statements of just compensation, and other information to comply with federal and state guidelines; coordinates with the County Counselor on acquisition requiring legal action; testifies in court.

Provides information regarding right-of-way acquisitions and procedures to County officials, private agencies, and the general public.

Makes field reviews, takes photographs, video or digital imagery and conducts general inspections; assists in arranging condemnations for right-of-way parcels; calculates monetary offers for easement/access acquisition based on property appraisals or other available sales data; estimates projected right-of-way acquisition costs for budget purposes; maintains records and files relating to confidential land acquisition activities.

KNOWLEDGE AND SKILL:

1. Good knowledge of maps, deeds, plats and survey documentation.
2. Good knowledge of surveying equipment and practices, including State and local requirements for construction plans.
3. Skill in reading and interpreting legal descriptions, abstracts, and other documents for property to be acquired;
4. Skill in map reading, mathematical calculations and technical specifications.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

Associate's Degree in Business, Law, Engineering or Real Estate and two years experience in title research, pre-law, surveying or abstracting; or an equivalent combination of education and experience.

APPROVALS:

Department Director: _____ Date: _____

(Signature)

HR Director: _____ Date: _____

(Signature)