

Title: Closing Agent	Effective Date: June 19, 2021	Grade: XIV	Job Category: Technician
Prior Title: Closing Agent	Prior Effective Date: June 30, 2016	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the acquisition of warranty deeds to real property to secure rights of way for highway improvements and construction.

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 Department of Transportation is an "at will" employer.

- Preaudit and review acquisition packets received from negotiators.
- Deliver warrants for property purchases and owner relocations.
- Coordinate closing activities and secure signatures on deeds and easements.
- Coordinate with county tax offices for payment of real estate taxes on real property acquired.
- Secure the release of mortgages, liens, judgments or other encumbrances.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor's degree in real estate or related field from an accredited college or university with one year of direct experience in real property acquisition OR the educational equivalent to a diploma from an accredited high school and four years of direct experience in real estate or a related field with at least one year of direct experience in real property acquisition.

Knowledge, skills and abilities:

Ability to interpret right of way plans, construction plans, appraisals and land descriptions. Knowledge of the legal considerations in the acquisition of real property for rights of way, including but not limited to mortgage releases, real estate taxes and releases of liens. Ability to interpret Contracts to Sell and legal documents associated with clearing title. Excellent oral and written communication skills. Ability to establish and maintain effective working relationships with other employees, public officials and the general public. Good organizational skills. Mathematical ability to run calculation and formulas related to payoffs, mortgages, taxes, etc. Working knowledge of Microsoft Word and Outlook.

Physical requirements:

Physical ability to traverse rugged terrain.

Working conditions:

Constant statewide travel required.

("Constant statewide travel" for this position means overnight travel up to four nights per week depending on the project locations.)

Licenses, registrations and certifications:

Notary eligible. Valid driver's license.

("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.