

Title: Lead Right of Way Acquisition Agent	Effective Date: January 10, 2022	Grade: XIV	Job Category: Professional
Prior Title: ROW Acquisition Agent III, Realty Appraiser/Negotiator	Prior Effective Date: September 22, 2014	Grade: XV	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position is accountable for the acquisition of right of way for highway or transportation related purposes. This position is also responsible for preparing waiver valuations 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 Department of Transportation is an "at will" employer.

- Determine the fair market value and prepare waiver valuations for properties involved in right of way acquisition when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000.00 or less.
- Coordinate the negotiation and acquisition of a wide array of real property acquisitions through personal negotiations.
- Coordinate the process by which property owners are acquainted with the right of way and construction plans of the proposed project.
- Coordinate the process by which property owners are advised on how much property is being acquired, the effect on remaining property, and how offer was determined.
- Coordinate the review of title information and obtaining of documents to ascertain proper signatories on contract to sell.
- Coordinate with design divisions on potential changes identified during negotiations.
- Attend and participate in public meetings.
- Train and provide direct assistance to Acquisition Agents.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree in real estate, business administration or related field from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school and four years of equivalent experience in real estate acquisition or related field. Direct experience in highway right of way appraisals and the acquisition of real property for highway and transportation related purposes.

Knowledge, skills and abilities:

Working appraisal knowledge of all areas in the State of Arkansas. Knowledge of property values and methods of appraising property. Knowledge of Arkansas statutes relative to the laws of eminent domain. Ability to utilize county, state and federal records in searching for deeds, easements, condemnations, releases, etc. Ability to read, interpret and understand highway construction plans and right of way maps. Ability to write a working description for parcels of property. Ability to express findings clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationship with public officials and the general public. Effective leadership and communication skills.

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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:

Valid driver's license. Able to obtain notary 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.