

Title: Right of Way Acquisition Agent	Effective Date: January 10, 2021	Grade: XII	Job Category: Professional
Prior Title: Right of Way Acquisition Agent I, II; Right of Way Negotiator I	Prior Effective Date: June 30, 2016	Grade: XII,XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, 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 Department of Transportation is an "at will" employer.

- Negotiate and acquire 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 requested 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.

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.

Knowledge, skills and abilities:

Effective 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.

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:

Able to obtain notary license. 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.