

Title: Right of Way Acquisition Specialist	Effective Date: June 20, 2021	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the direct supervision of the Section Head, this position is accountable for the acquisition of right of way for highway or transportation related purposes. Also performs some of the administrative and supervisory work in reviewing, coordinating and administering the activities of the Acquisition Section.

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.

- Advise Section Head regarding staffing needs for upcoming project.
- Oversee and coordinate the negotiation and acquisition of real property acquisitions through personal negotiations or mail.
- Oversee and coordinate the process by which property owners are acquainted with the right of way and construction plans of the proposed project.
- Oversee and 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.
- Oversee and coordinate the review of title information and obtaining of documents to ascertain proper signatories on contract to sell.
- Assist in routine interoffice administrative procedures.
- Review acquisition agents' documents for processing.
- Assist in training and providing direct assistance to acquisition agents.
- Review and prepare waiver valuation for properties involved in right of way acquisition when valuation is uncomplicated and the anticipated value of the acquisition is \$10,000 or less.
- Coordinate with design divisions on potential changes requested during negotiations.
- Coordinate the review of proposed highway projects using all available resources including right of way and construction plans, publicly available information, and by conducting field inspections.
- Liaison with other sections and divisions to mitigate or raise awareness of impacts in early stages of projects.
- 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. Direct experience in highway right of way appraisals and the acquisition of real property for highway and transportation related purposes. Experience leading or supervising others.

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Knowledge, skills and abilities:

Working appraisal knowledge of all areas in the State of Arkansas. Comprehensive knowledge of property values and methods of appraising property. Comprehensive 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. Effective leadership and communications skills. Effective oral and written communication skills. Excellent organizational and time management skills and proven ability to manage and resolve conflicts efficiently and solve problems. Understanding of right of way principles including a thorough understanding of the function and operations of each section in the right of way division. Good computer skills including ability to use Microsoft office suite of products. Ability to establish and maintain an effective working relationship with public officials and the general public.

Physical requirements:

Ability to traverse rugged terrain.

Working conditions:

Constant statewide travel, including overnight travel depending on project locations and workload. ("Constant statewide travel" for this position means overnight travel up to four night per week depending on project location.)

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.