

# NEW CASTLE COUNTY GOVERNMENT

Number 0450

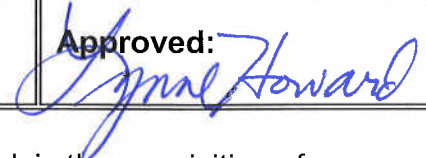
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## CLASS SPECIFICATION

Date 12/21/10

Title: RIGHT-OF-WAY AGENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs field and office work in the acquisition of rights-of-way for construction projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the acquisition of rights-of-way in connection with County construction. This employee must possess the ability to successfully negotiate with property owners the conveyance of easements and rights-of-way. The work is performed under the administrative supervision of the Chief Right-of-Way Agent or an engineer.

EXAMPLES OF WORK: (Illustrative only)

- Acquires rights-of-way for proposed construction projects;
- Reviews plans of proposed projects and negotiates for sewer and drainage easements;
- Meets with property owners, attorneys, contractors and public officials to obtain rights-of-way and to execute agreements;
- Inspects sites of proposed rights-of-way before acquisition and after construction to determine that property has not been damaged;
- Makes recommendations concerning condemnation proceedings;
- Keeps records and makes reports of the status of work;
- Prepares special agreements as required;
- Reviews, coordinates and processes external easement requests on County property;
- Initiates, coordinates and reviews appraisal reports;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the field of real estate title and valuation work; good knowledge of the laws and procedures involved in the acquisition of land by eminent domain; good knowledge of topography and drainage features of land; some knowledge of the requirements as to form, content and recording necessary to render pertinent legal documents; ability to establish and maintain effective relationships with property owners and the general public; ability to read plans and blueprints; ability to keep records and to prepare reports on activities; ability to communicate courteously and effectively, both verbally and in writing.

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## CLASS SPECIFICATION

**Title:** RIGHT-OF-WAY AGENT

**Approved:**



**MINIMUM QUALIFICATIONS:** At least three (3) years experience in construction, civil engineering, land surveying or real estate conveyance activities, and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**PREFERRED REQUIREMENT:** Two (2) years of college with major course work in civil engineering, drafting land surveying, real estate or legal studies.

**HISTORY OF REVISIONS:**

Established: 01/15/66  
Revised: 07/01/73  
Revised: 06/05/89  
Revised: 04/01/94  
Revised: 07/01/97  
Revised: 09/01/99  
Revised: 05/01/01  
Revised: 12/21/10