

RIGHT-OF-WAY AGENT

PURPOSE AND NATURE OF WORK

Positions in this classification are responsible for obtaining rights-of-way for City-Parish usage from private land owners and doing so on mutually acceptable terms when practical. Incumbents also review real estate appraisals, abstract, present information to the public regarding City-Parish projects, negotiate for the purchase of property from private land owners, and assist relocation of families, businesses, etc., when there are displacements by right-of-way acquisition. Work is performed under the direction of the Chief Right-of-Way Agent or Chief Electrical Engineer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Researches ownership and negotiates for the purchase of servitudes, easements, and rights-of-way. Inspects property and improvements that are to be acquired. Searches the market for comparable replacement residential or commercial housing for relocates. Assists families, businesses, etc., in the relocation to an approved location and in preparing necessary relocation claims and applications for Federal rehabilitation grants and loans. Maintains necessary files and records to ensure compliance with local, state, and federal guidelines. Reviews appraisals and establishes the retention value of salvaged improvements on land that is acquired and arranges for its sale or disposal accordingly. Prepares land abstracts. Prepares servitude agreements for signature. Processes and records at parish courthouse. Assists attorneys when litigation is pending.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of rights-of-way easement procedures.

Knowledge of real estate appraisal techniques.

Knowledge of principles and practices involved in the relocation of families and individuals displaced by urban renewal and local code enforcement projects.

Knowledge of Federal and State regulation and procedures pertaining to the conducting of urban renewal programs.

Knowledge of legal terminology.

Ability to prepare technical data for procurement and relocation purposes.

Ability to prepare land abstracts.

Ability to establish and maintain effective relationships with employees, supervisors, and the general public.

Ability to work effectively with a diversified group of people such as real estate agents, citizens, contractors, and government officials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, formal training in real estate appraisal/sales and experience in relocation, real estate, appraisal or rights-of-way work; or any equivalent combination of training and experience.