

Specification for Class of

RIGHT OF WAY AGENT 1

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: As the entry level, serves as an assistant to senior Real Estate Services personnel in the conduct of less complicated negotiations, property management, or relocation assistance in the office and field.

Typical Work

Contacts property owners and assists in negotiating for purchase, lease or donation of the property;

Assists in the preparation and maintenance of property records;

Provides data for preparation of right of way funding estimates and surplus property value estimates;

Assists in performing inspections for decent, safe and sanitary housing;

Obtains estimates of the cost of removing improvements; investigates and reports on damage claims;

Inspects improvements and recommends disposition by rental, public sale or demolition; prepares rental agreements, authorizations for sale and payment of assessments;

Assists in advising property owner of relocation assistance available;

Performs other work as required.

Knowledge and Abilities

Knowledge of: laws and principles covering real estate transactions; research methodology.

Ability to: read and interpret property descriptions; deal tactfully and effectively with the public; draft legal documents; write clear and complete reports.

Minimum Qualifications

An Associate in Arts degree in Real Estate and one year of full-time experience in any one or a combination of the following real estate activities: acquisition, sales, leasing, appraisal, title examination, escrow closing, property management.

OR

A Bachelor's degree and one year of full-time experience in any one or combination of the following real estate activities: acquisition, sales, leasing, appraisal, title examination, escrow closing, property management.

Additional qualifying experience will substitute, year for year, for the Bachelor's degree only.

A valid driver's license is required.

New class: Effective 12-1-65

Revised definition, minimum qualifications and general revision:  
6-21-73

Revised definition, minimum qualifications and general revision:  
1-13-95

Revised minimum qualifications: 6/14/96

Revised definition and minimum qualifications: 12/12/97