

Specification for Class of

RIGHT OF WAY AGENT 4

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition:. In the Olympia Service Center, supervises or leads employees in a Real Estate Services function. In the Real Estate Services Pool, serves as an agent with multi region and multi-functional responsibilities; within a transportation region supervises or leads employees in a Real Estate Services Unit. As an appraiser, supervises appraisers and/or personal services contracting for appraisal related activities, or serves as review appraiser.

Distinguishing Characteristics: Assignments of this level are differentiated from the Right of Way Agent 3 by functional responsibility. Typically acts as the Local Agency Coordinator or supervises or leads two agents in a Transportation Region or the Olympia Service Center; or manages a function in the Olympia Service Center with statewide program application, or is assigned multi-region responsibility in the Real Estate Services Pool for several functions. Functions are identified as property management, relocation, appraisal, negotiation, or title examination.

Typical Work

Prepares work force studies, fund requests and budgets, evaluates right of way agent performance; conducts on-the-job training in negotiation, appraisal, relocation assistance, or property management;

Recommends administrative settlements or condemnations; in negotiation, relocation assistance, property management, reviews transactions for completeness of documentation; for consultant contracts under \$10,000 conducts the proposal process and makes selection recommendations;

Recommends actions to the Director, Real Estate Services in settlement of damage claims, audit findings and recovery of federal aid; manages office in absence of manager;

Assigns and/or conducts negotiations or relocation assistance;

Monitors right of way activities of local agencies for state and federal policy compliance;

Assigns or conducts the disposal process of excess property, management of state-owned property, salvage appraisals, and auctions of state-owned building;

Supervises an appraisal unit, defines tasks, solicits bids, negotiates, drafts, awards, and monitors personal services;

Supervises an appraisal unit, defines tasks, solicits bids, negotiates, drafts, awards, and monitors personal services contracts for appraisal related activities; examines completed fee appraisals to assure compliance with the contract and recommends contract payments, writes narrative, eminent domain and other types of appraisals, reports and value estimates of all types of real estate as assigned;

As a review appraiser, writes detailed, narrative review reports for all level of eminent domain appraisals and other types of real estate appraisals and value estimates to assure that proper methods, policies, and regulations have been followed; determines value and just compensation, and defines and declares uneconomic remnants;

Performs other work as required.

Knowledge and Abilities

Knowledge of: negotiator policies and procedures; supervisory practices and procedures; real estate law; title examination procedures; principles of property management; relocation assistance regulations.

Ability to: prepare and analyze detailed right-of-way reports; prepare policy statements; formulate work with public; supervise, train, and evaluate subordinate staff.

Minimum Qualifications

Three years' experience equivalent to a Right of Way Agent 2 or Appraiser 1.

OR

One year of experience as a Right of Way Agent 3 or Appraiser 2.

A valid driver's license is required.

New class: 12-1-65

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

Revised definition: 5-11-77

Revised definition: 2-9-79

Revises definition and general revision: 6-14-79 (Effective 7-1-79)

Revised definition, adds distinguishing characteristics, and general revision: 3-13-81

Revised definition, distinguishing characteristics, and general revision: 12-10-82

Revised definition and general revision: 9-14-84

Revised definition, distinguishing characteristics, and general revision: 1-11-85

Revised definition, distinguishing characteristics, and general revision: 1-12-90

Revised definition, distinguishing characteristics and minimum qualifications: 1-13-95

Revised definition and distinguishing characteristics: 12-12-97