

Title: Right of Way Negotiator I	Effective Date: November 1, 2010	Grade: XII	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date: October 18, 2010	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is accountable for the acquisition of right of way for highway or transportation related purposes.

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 State Highway and Transportation Department is an "at will" employer.

- Negotiate and acquire simple real property acquisitions through personal negotiations or mail.
- Assist in acquainting the property owner with the right of way and construction plans of the proposed project.
- Advise property owner on how much property is being acquired, the effect on remaining property, and how offer was determined.
- Review title information and obtain documents to ascertain proper signatories on contract to sell.
- Coordinate with design divisions on potential changes requested during negotiations.
- Attend public meetings.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree in real estate or related field from an accredited college or university; OR the educational equivalent to a high school diploma and four years equivalent experience in real estate acquisition or related field. Good oral and written communication skills. Ability to establish and maintain effective working relationships with public officials and the general public. Ability to read and interpret right of way and highway construction plans. Notary eligible. Physical ability to traverse rugged terrain. Valid driver's license and statewide travel required.

("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.)