

Title: Right of Way Plans Designer I	Effective Date: May 11, 2012	Grade: VIII	Job Category: Technician
Prior Title: Right of Way Plans Designer I	Prior Effective Date: October 18, 2010	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under close direct supervision and oversight of the Right of Way Plans Designer III, this position is responsible for the complete design and preparation of right of way plans and legal descriptions for contracts to sell.

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.

- Collect and assimilate survey and abstract information for calculation of total individual land ownership.
- Interpret survey and design data to establish right of way limits.
- Calculate acquisition area and residual on individual land owners involved.
- Prepare finished right of way plans through the use of computer-aided drafting and design (CADD) equipment and techniques.
- Write metes and bounds descriptions for use in preparation of warranty and easement deeds.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree in computer-aided drafting and design (CADD) from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus two years experience in right of way plan preparation or in a related field using CADD.

("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.)

