

# Missouri Department of Transportation Job Description

**Job Title:** Right of Way Specialist

**Title Code:** R04699

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** District Offices – Right of Way

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 09-15-2008

## **General Summary**

The right of way specialist performs routine entry-level right of way activities in an assigned area such as real estate appraisal, negotiation, relocation assistance, property management, condemnation, and mediation. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.
- Work may be performed outside of normal working hours.

## **Examples of Work**

1. Negotiates for the acquisition of property and property rights needed for highway projects; researches and prepares legal documents such as escrow agreements, and affidavits necessary to complete the acquisition process and obtain clear title for each assigned tract of property; prepares condemnation petition in the event of eminent domain proceedings; and may represent the department in mediation sessions.
2. Conducts relocation assistance and payment program activities for the district including presenting offers for acquisition of property and relocation assistance to property owners and tenants, explanation of the program, and assisting the individual, family, or business in relocation; determines eligibility and processes claims for reimbursement.

3. In conjunction with a Professional Land Surveyor, researches and prepares legal descriptions for land and property rights needed for a highway project and properties sold or leased; prepares conveyance documents.
4. Receives requests to purchase or lease state owned real estate; prepares advertisements and conducts sealed bid sale or lease of excess lands or improvements; prepares all supporting information and submits to the Central Office for execution of sale or lease documents.
5. Reviews right of way plans for accuracy and adequacy for project activity.
6. Serves as a project core team member to provide right of way insight during the development of preliminary plans.
7. Prepares limited appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease; assists in searching for comparable sales data and verifying selling price and other relevant information.
8. Monitors local public agency right of way acquisition for compliance to state and federal requirements.
9. Performs other responsibilities as required or assigned.