

Missouri Department of Transportation Job Description

Job Title: Intermediate Right of Way Specialist

Title Code: R04456

Salary Grade: 8

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 intermediate right of way specialist performs varied and moderately complex right of way activities in the areas of real estate appraisal, mediation, condemnation, negotiation, relocation assistance, realty asset management, and description writing. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
- Completion of any two of the five training courses in right of way orientation, negotiations, relocation assistance, appraisal principles/procedures, or related area. Courses may be substituted with approval of the Right of Way Director.
- Two years of professional right-of-way experience.

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, letter

offers, 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. Prepares appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease.
4. In conjunction with a Professional Land Surveyor, researches and prepares the legal description for land and property rights needed for a highway project and properties sold or leased; prepares conveyance 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 related to projects.
7. Receives requests to purchase or lease state owned realty assets; prepares advertisements and conducts sealed bid sale or lease of excess realty assets or improvements; prepares all supporting information and submits to the Central Office for execution of sale or lease documents.
8. Monitors local public agency right of way acquisition for compliance to state and federal requirements.
9. Performs other responsibilities as required or assigned.