

# Missouri Department of Transportation Job Description

**Job Title:** Senior Right of Way Specialist

**Title Code:** R04698

**Salary Grade:** 9

**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 senior right of way specialist performs varied and complex right of way activities in the areas of real estate appraisals, negotiations, relocation, mediation, condemnation, realty asset management, and monitoring local public agencies. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
- Completion of training courses in right of way orientation, negotiations, relocation assistance, appraisal principles/procedures, and one additional course in any of the above or related areas.
- Four 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, 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 the legal description for land and property rights as 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 realty assets or improvements; prepares all supporting information and submits to the Central Office for execution of sale or lease documents.
5. Prepares appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease.
6. Serves as a project core team member to provide right of way insight related to projects.
7. Reviews right of way plans for accuracy and adequacy for project activity.
8. Monitors local public agency right of way acquisition for compliance to state and federal requirements.
9. May serve as a witness at condemnation hearings and/or meet with condemnation commissioners to explain right of way acquisition.
10. May attend public hearings or meetings to explain right of way acquisition procedures or relocation assistance program to property owners.
11. Performs other responsibilities as required or assigned.