

# Missouri Department of Transportation Job Description

**Job Title:** Assistant Right of Way Manager-Certified

**Title Code:** R04728

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** District Offices – Design

**Effective Date:** 04-01-2026

**Replaces (Effective Date):** 09-01-2025

## **General Summary**

The assistant right of way manager-certified is responsible for the administration of and directing the right of way operational activities of a district as assigned and assuming the authority of the right of way manager when necessary. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's degree in business administration, economics, finance, public administration, real estate, or related field.
- Residential or General State Appraisal Certification.
- Four years of experience in real estate.

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

- Job requires occasional, statewide, overnight travel.
- Work may be performed outside of normal working hours.
- A postsecondary degree is the best measure to ensure candidates possess required knowledge of time management, problem solving, adaptability, and communication skills, as well as the ability to read engineering plans, create and maintain legal documentation.

## **Examples of Work**

1. Reviews appraisal reports prepared by staff or fee appraisers for compliance with department policies and specifications; prepares assignment instructions for appraisers; trains and assists with difficult or unusual appraisals.

2. Reviews right of way plans and makes preliminary cost estimate of required funding; serves on project core teams.
3. Prepares appraisal specifications used to obtain bids from fee appraisers; reviews bids and recommends awarding of bid; evaluates work performed by fee appraisers.
4. Provides assistance and monitors appraisal activities of cities and counties for conformance to federal standards and regulations.
5. Attends public hearings to address public concerns and inquiries regarding right of way acquisition.
6. May assist in condemnation proceedings by gathering trial information.
7. Responds to inquiries and meets with external partners and customers, and may represent the district in mediation for parcel acquisition.
8. May prepare appraisal reports.
9. May assume responsibilities of the right of way manager as assigned.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.