

Missouri Department of Transportation Job Description

Job Title: Senior Right of Way Technician

Title Code: R01046

Salary Grade: 4

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Design

Effective Date: 10-01-2022

Replaces (Effective Date): 07-01-2022

General Summary

The senior right of way technician provides advanced administrative and paraprofessional support in right of way activities such as relocation, appraisals, and negotiations including resolving standard issues and minor nonstandard issues with a high degree of independence. Complex nonstandard issues or special problems are referred to the appropriate personnel. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- High School Diploma or GED/HiSET
- Two years of experience as a right of way technician.

Special Working Conditions/Job Characteristics

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

Examples of Work

1. Researches county records to obtain last deeds of record and/or other documents of record, conducts title searches, and researches previous project plans and acquisition deeds.
2. Prepares negotiator packets to include general warranty deeds, escrow agreements, deeds of release, letters of offer, and other required documents.
3. Monitors and tracks various right of way activities such as active leases, realty asset acquisitions, and realty asset disposals; compiles information and prepares reports as necessary.

4. Requests fee services, including ordering title commitments, monitoring receipt of title commitments ordered, obtaining requested information from title companies, and coding fee services' bills for payment.
5. May compile condemnation tract packets for the preparation of required condemnation documents.
6. Prepares bid packages for the purpose of obtaining title, mediation, appraisal, or other contracts.
7. Reviews a variety of forms, financial documents or other related documents to ensure accuracy and compliance with department guidelines or procedures; oversees completion of appropriate tax documentation for all properties acquired through condemnation or direct payment by the department.
8. May compile tax information for reporting purposes and calculate pro rata tax claim forms for payroll and payment; may prepare and code acquisition payrolls and various statements for payment; and may prepare requests for programmed amounts.
9. Compiles required documentation of improvements acquired for asbestos, lead-based paint, or other testing.
10. Gathers information for review by district realty asset committee and facilitates committee meetings as necessary.
11. Performs other responsibilities as required and assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.