

CITY OF OMAHA CLASS SPECIFICATION

No. 1330

RIGHT OF WAY AGENT II

NATURE OF WORK

This is technical work involving considerable public contact in acquiring properties needed for Public Works street and sewer construction and repair projects. It involves appraising properties, negotiating for their purchase, securing dedications, or obtaining easement rights. It also involves reading abstracts, conducting site inspections, interpreting construction plans, writing legal descriptions, preparing legal real estate documentation, and providing reports and other documents to the City Council. An employee in this classification exercises considerable independence in the performance of duties, oversees the work of subordinates, and receives general supervision from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)

Negotiates with property owners for the acquisition of land, easements, and property rights.

Explains legal descriptions and interprets construction plans and tract drawings to property owners and other interested parties.

Assists in responding to questions and requests for information regarding negotiations and other right of way efforts.

Reviews, revises, and prepares written legal descriptions of properties to be acquired.

Researches and determines which among the three appraisal approaches to use in the appraisal of unimproved and improved property.

Prepares City ordinances, negotiator's reports, resolutions, notice and petitions to condemn property, and legal documents requiring City Council approval to acquire land, easements, and property rights.

Reviews in-house appraisal reports for completeness, correctness, understandability, and that the correct methods of market value determination are used.

Conducts title searches and reviews title company certificates of title to ensure that properties to be acquired are free from liens or other encumbrances.

Trains, prepares schedules, assigns duties to, and oversees the work of subordinates, and compiles reports and maintains records of completed work.

Ensures that legal requirements are complete and correct, prepares reports detailing easement rights and land acquisitions, and maintains records of projects and individual ownership files of construction projects.

Prepares, updates, or approves real estate documents and other right of way forms.

Assists city attorneys in condemnation cases, conducting site inspections, interpreting construction engineering plans, and appearing in court to provide testimony.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods of evaluating and appraising the value of real property to be acquired for Public Works construction projects.

Knowledge of the laws of title and eminent domain and the court procedures and rules of evidence of the State of Nebraska.

Knowledge of the procedures involved in negotiating with property owners for the acquisition of real property.

Knowledge of engineering terminology and practices used in surveying and land acquisition.

Knowledge of city and state laws pertaining to zoning and setback requirements.

Ability to determine the fair market value of properties to be acquired.

Ability to understand written or oral instructions.

Ability to stand, walk or sit from 26 to 50% of the time; and to type from 0 to 25% of the time.

Ability to use up to 20 pounds of force to move objects up to 33 of the time; to use up to 10 pounds of force to move objects from 34 to 66% of the time; and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Graduation from high school or its equivalent, supplemented by college level courses in real estate, including the areas of negotiation and appraisal AND three years of experience in real estate, including appraisal work OR any equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must possess a real estate sales or broker's license by the appointment date.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day and during off hours.

WORKING CONDITIONS

Work is performed primarily in an office settings, however, at times an employee in this classification works outdoors in all weather conditions, amid noise requiring speaking above a normal speaking voice to be heard, near moving mechanical machinery and electric currents, at times in high places or confined spaces, and exposed to fumes, odors, and dust.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Computer
Calculator
Camera
Copier
Facsimile Machine
Dictation Equipment
Microfilm Viewer
Microfilm Printer

Approved: 8-26-93