

EAST BAY REGIONAL PARK DISTRICT

RIGHT-OF-WAY AGENT

GENERAL FUNCTION:

Under direction, to perform work related to real property appraisal and negotiations leading to the acquisition of title and other interests in land for public parks, recreation, open space and trail purposes; to negotiate, prepare and manage easements, licenses, permits, leases and other property rights; and to do other related work as required.

PRINCIPAL DUTIES & RESPONSIBILITIES:

This position involves the responsibility for overseeing the appraisal process and negotiating for the acquisition of real property and property rights through purchase, donation, lease, phased acquisition, option, contract and other methods as provided for by state and/or federal law. The duties of this position require extensive experience and knowledge of real property rights, transactions and the preparation of cases for condemnation. Assignments are received requiring the Right-of-Way Agent to select applicable work sequences and methods for completing project assignments. The Right-of-Way Agent secures, examines and interprets title reports on property and property rights to be acquired and directs the preparation and execution of necessary documents; coordinates the preparation of deeds, agreements, options and all other documents; prepares and submits valuation estimates and appraisals of right of way and property costs; reviews appraisals; serves as an expert witness in condemnation suits; participates in pre-trial and trial proceedings; advises and assists supervisor and attorneys in securing competent appraisers as value witnesses.

MINIMUM QUALIFICATIONS:

Education & Experience:

Bachelor's degree from an accredited college or university or its equivalent and two years of employment providing a broad range of experience in such activities as appraisal, acquisition, transfer disposal and preparation of instruments concerning real property, rights of way, easements, licenses, permits, leases and other property rights, or

High school graduation equivalency and four years of experience as outlined above.

License:

A currently effective and valid driver's license is a condition of initial and continued employment in this classification.

EAST BAY REGIONAL PARK DISTRICT
RIGHT-OF-WAY AGENT JOB DESCRIPTION
PAGE 2

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the principles and methods of real property appraisal and negotiation for the acquisition of real property rights in title easements, rights of way, options, licenses, permits and leases; of real estate law and of land transaction procedures and instruments; of the effect of various encumbrances and interests in real property upon title, and of procedures required to clear title; of the methods used to carry out the transfer of interest or ownership through escrow; and of condemnation procedures. General knowledge of engineering survey and mapping principles as applied to acquisition and transfer of property and property rights. Ability to prepare land transaction instruments; to read, interpret and prepare land descriptions, and land maps; to direct the work of others; to deal effectively with the public and other public agencies; and to write clear and concise correspondence, keep records, and make oral and written reports.