

Closed

**MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT**

Date Posted: 10/06/2020
Application Deadline: 10/20/2020
Job Post ID: 13195
Job Title: Right of Way Specialist / Intermediate Right of Way Specialist / Senior Right of Way Specialist
Min Monthly Salary: \$3,308.00 / \$3,675.00 / \$4,088.00
Number Positions: 1
Location: St. Louis District
District/Division: St. Louis / Right of Way Division
Human Resources Contact Number: 314-453-1701
Remote work location and/or teleworking is not available for this position.

General Summary:

--- Right of Way Specialist ---

The right of way specialist performs routine entry-level right of way activities in an assigned area such as real estate appraisal, negotiation, relocation assistance, property management, condemnation, and mediation. Responsibilities are performed under direct supervision.

--- Intermediate Right of Way Specialist ---

The intermediate right of way specialist performs varied and moderately complex right of way activities in the areas of real estate appraisal, mediation, condemnation, negotiation, relocation assistance, realty asset management, and description writing. Responsibilities are performed under moderate supervision.

--- Senior Right of Way Specialist ---

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:

--- Right of Way Specialist ---

Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.

--- Intermediate Right of Way Specialist ---

Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.

Completion of any two of the five training courses in right of way orientation, negotiations, relocation assistance, appraisal principles/procedures, or related area. Courses may be substituted with approval of the Right of Way Director.

Two years of professional right of way experience.

--- Senior Right of Way Specialist ---

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.

Supervisory Responsibilities:

--- Right of Way Specialist ---

None

--- Intermediate Right of Way Specialist ---

None

--- Senior Right of Way Specialist ---

None

Special Working Conditions/Job Characteristics:

--- Right of Way Specialist ---

Job requires occasional, statewide, overnight travel.

Work may be performed outside of normal working hours.

--- Intermediate Right of Way Specialist ---

Job requires occasional, statewide, overnight travel.

Work may be performed outside of normal working hours.

--- Senior Right of Way Specialist ---

Job requires occasional, statewide, overnight travel.

Work may be performed outside of normal working hours.

Examples of Work:

--- Right of Way Specialist ---

- 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.
- 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.
- In conjunction with a Professional Land Surveyor, researches and prepares legal descriptions for land and property rights needed for a highway project and properties sold or leased; prepares conveyance documents.
- Receives requests to purchase or lease state owned real estate; prepares advertisements and conducts sealed bid sale or lease of excess lands or improvements; prepares all supporting information and submits to the Central Office for execution of sale or lease documents.
- Reviews right of way plans for accuracy and adequacy for project activity.
- Serves as a project core team member to provide right of way insight during the development of preliminary plans.
- Prepares limited appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease; assists in searching for comparable sales data and verifying selling price and other relevant information.
- Monitors local public agency right of way acquisition for compliance to state and federal requirements.
- Performs other responsibilities as required or assigned.

--- Intermediate Right of Way Specialist ---

- Negotiates for the acquisition of property and property rights needed for highway projects; researches and prepares legal documents such as escrow agreements, letter offers, 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.
- 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.

- Prepares appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease.
- In conjunction with a Professional Land Surveyor, researches and prepares the legal description for land and property rights needed for a highway project and properties sold or leased; prepares conveyance documents.
- Reviews right of way plans for accuracy and adequacy for project activity.
- Serves as a project core team member to provide right of way insight related to projects.
- Receives requests to purchase or lease state owned realty assets; 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.
- Monitors local public agency right of way acquisition for compliance to state and federal requirements.
- Performs other responsibilities as required or assigned.

--- Senior Right of Way Specialist ---

- 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.
- 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.
- 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.
- 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.
- Prepares appraisal reports for the acquisition of right of way or to determine the value of property available for sale or lease.
- Serves as a project core team member to provide right of way insight related to projects.
- Reviews right of way plans for accuracy and adequacy for project activity.
- Monitors local public agency right of way acquisition for compliance to state and federal requirements.
- May serve as a witness at condemnation hearings and/or meet with condemnation commissioners to explain right of way acquisition.
- May attend public hearings or meetings to explain right of way acquisition procedures or relocation assistance program to property owners.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.