

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Right of Way Agent I Position Number: 60021, 60036, 60004, 60041

Location: Helena Department: Transportation

Division and Bureau: Engineering Right of Way Bureau

Section and Unit: Real Estate Services

Job Overview: This position serves as a Right of Way Agent in the Real Estate Services Section (RESS) for the MDT Right of Way (ROW) Bureau. The job's overall purpose is the managing and sale of the Department's excess land. It also includes performing appraisals, negotiations, relocations, and other duties as assigned to assist in the management of the Department's property. The position reports to the Section Supervisor.

Essential Functions (Major Duties or Responsibilities):

Property Management Support - 80%

- Researches, collects and interprets ownership information, highway plans and other pertinent documents to identify MDT's real estate ownership on a statewide basis. Receives and responds to public service requests assigned through the RESS Supervisor and senior right of way agents.
- Assists with the processing of private sales of surplus real estate, including sale terms and conditions and other requirements.
- Supports senior agents with property closing transactions; preparing documents, making sure they are properly signed, notarized and recorded in appropriate county and distributed to the transaction parties, collects and deposits funds through the Accounting Bureau and updates files accordingly.
- Assists senior agents with compiling, drafting, and disseminating a variety of reports, notices, correspondence, project lists, and other documents to provide accurate timely information. Coordinates review and revision cycles with appropriate staff.
- Supports senior agents with establishing and maintaining electronic and manual records systems to ensure the availability of essential program data.
- Contacts landowners, appraisers, district staff, headquarters staff, and others to ensure smooth communication channels, as directed.
- Provides administrative support to senior right of way agents to assist with office and field

activities while becoming familiar with processes, resources and the requirements of the property management functions.

- Assists senior agents with processing leases, use permits, and rental agreements on MDT owned properties.

Appraisal Support - 15%

- Researches and examines property title information and ownership data to compile information about land titles, land classifications, and soil classifications. Reviews building and site improvement information, including sanitation regulations, zoning, planning, irrigation rights, covenants and deed restrictions, traffic flow and access control, and other issues for review by the supervisor and/or senior right of way staff.
- Participates in discussions with engineering personnel regarding engineering details of proposed highway projects to identify engineering factors, clarify project scope, and ensure that relevant information is incorporated into right-of-way studies.
- Obtains construction cost estimates from private contractors and others for use in appraisals.
- Coordinates with appraisers to provide logistical support and field services throughout the course of appraisals.
- Participates in conferences with appraisers, review appraisers, and others to assess the impact of right of way plans on various properties and land managers.

Other Duties - 5%

Perform a variety of other duties as assigned by the Section Supervisor and/or the Bureau Chief in support of the MDT mission and Division objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands: This position functions in a typical office environment with some travel to projects.

Knowledge, Skills and Abilities (Behaviors):

It is desirable to have the following: Working knowledge of real estate appraisal processes; principles of negotiation and conflict management; and laws and rules pertaining to acquisition of land for public purposes. The position also requires knowledge of mapping/platting methods and procedures. (Individuals new to Right of Way who may not completely meet this qualification on

Day 1 of their employment at MDT are expected to acquire this knowledge within the first year of employment.)

This position requires skills and abilities in reading and interpreting technical maps, plans, and legal documents; explaining and negotiating technical and sometimes contentious issues with the public; understanding and carrying out written and verbal instructions; and maintaining effective working relationships with Bureau staff, other MDT personnel, and the public.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a High school Diploma. Relevant education and/or experience may substitute for experience as determined by the Panel. Relevant fields of study include Business Administration, Public Administration, Real Estate, Economics, Finance, Accounting, Communication, and Engineering. Other fields of study will be considered on a case by case basis.

This position requires a minimum of 1 year of experience in Right of Way or an area of employment requiring communication or public contact skills involving one or more Right of Way Agent communication-related activities such as persuasion, conflict management, diplomacy, rapport-building, mediation, problem-solving, or decision-making.

Certifications, licensure, or other credentials include: N/A

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:☐ Fingerprint check☒ Valid driver's license☐ Background check☐ Other; Describe

035 Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
----------------------	-------	------

Administrative Review	Title	Date
-----------------------	-------	------

My signature below indicates that I have read this job description.

Employee	Title	Date
----------	-------	------

Human Resources Review

Job Code Title: Right of Way Agent Job Code Number: P92021

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

X Classification Complete

☐ Organizational Chart attached

Human Resources:

Tiffany Thornton – Human Resources Generalist

Signature Title Date