

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

04-5-0385

CLASSIFICATION TITLE R/W AGENT	DISTRICT/DIVISION/OFFICE 04 / Right of Way Property Management Services	
WORKING TITLE R/W AGENT– R/W Excess Land Sales	POSITION NUMBER 904-402-4959-xxx	EFFECTIVE DATE January 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the close supervision of a Senior Right of Way Agent serving as the Branch Chief, and on occasion under the direction of an experienced Associate Right of Way Agent acting in a lead capacity, incumbent is responsible for the less complex, routine assignments in the branch, including performance of all related activities pursuant to established policies and procedures and applicable state and federal laws and regulations.

TYPICAL DUTIES:

Percentage
Essential (E)
Marginal (M)

Job Description

- 20% (E) Maintain excess lands parcel inventory, investigate the status of State-owned lands. Inspect properties for public utilities, Caltrans facilities (electrical, drainage, slope) easement requirements.
- 20% (E) Circulate parcels for clearance for disposal, investigate requests for retention of parcels, re-classify parcels as necessary.
- 20% (E) Reply to inquiries both within and outside Caltrans. Inspect and categorize status of excess lands, research land issues and title conditions, prepare reports for managerial decisions. Assist in preparation of appraisals, review deeds for accuracy, prepare hold requests and maintain excess land file information.
- 20% (E) Assist in negotiations for direct sales to local and private parties. Assist with excess land marketing, public auctions and sales. Meet with interested owners, solicit prospective purchasers, administer the method of disposal and conduct the sale.
- 10% (E) Develop familiarity with various excess land laws, rules, regulations and procedures, the federal relocation assistance act and eminent domain and title law in order to efficiently and effectively manage an inventory of excess land.
- 10% (M) Assist in accomplishing branch activities so that project delivery schedules are maintained.

SUPERVISION RECEIVED

Receives close supervision from Senior Right of Way Agent and Associate Right of Way Agent in Excess Land Section. Agent is furnished with specific instructions detailing what he/she is expected to do, the sources where information can be obtained and the time frames within which the work should be completed.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Right of Way Agent, Agent A, in this section should have an interest in and an ability to learn how to read and understand maps, real property appraisals and selling techniques. He/she should also be able to communicate both verbally and in writing. He/she should be a safe, courteous driver.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The Right of Way Agent, Range A, is responsible only for the assignments which the Senior or Associate Agent gives him or her. These assignments will be commensurate with their experience level. They will not be responsible for submission of Director's Deeds, preparation of sales agreements or categorizing of excess parcels but will merely provide assistance in a training capacity.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with District personnel, public officials, consultants, staff from other state and federal agencies, property owners and occupants and the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical requirements include filing, use of various types of copy and facsimile equipment, sitting for long periods of time using a keyboard and display terminal, bending, stooping, kneeling and lifting, field inspections of properties which may expose incumbent to dust, dirt, uneven ground and traffic and operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include the ability to be flexible, handle ever changing priorities and workload fluctuations and maintain sustained focused attention to detailed, complex assignments in a busy work environment.

Emotional requirements include contact with property owners, occupants, elected officials and the public in stressful situations.

WORK ENVIRONMENT

Incumbent will be located in a high-rise, climate controlled office building under artificial lighting in the central business district of a dense urban area. The assigned work space will be a work station within an open floor plan, cubicle type office environment.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE