STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Right of Way Agent	District 5/Right of Way/Acquisition Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Acquisition Agent	929-400-4959	

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 as scheduled; 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, incumbent is responsible for the basic, less complex assignments in the Acquisition branch performing all related activities pursuant to establish policies and procedures and applicable state and federal laws and regulations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	With the guidance of the lead, assist in reviewing title reports and the impact of title exceptions for clearing and securing appropriate interests of title for real property transactions. Assist in reviewing staff and independent (contracted out) appraisal reports for acquisition of real property, prepare contracts and negotiate acquisitions of temporary construction easements, permanent easements, partial and full acquisitions for single family residences, commercial, and agricultural land as required for the highway projects. Prepare diary entries documenting contact activities as related to the acquisition of real property interests, Administrative Settlement Memorandums and Memorandums of Adjustment as related to the settlement offers utilizing updated estimates and independent appraisals verified as reasonable by management. Assist in preparing settlement packages including but not limited to executed Right of Way Contracts, Memorandum of Settlement, short and long form (MOS), Federal Participation Memorandums, Acquisition Invoice, deeds, and escrow instructions. Ensure all subordinate interests impacting the acquisition are cleared and arrange to have escrow and funds distributed as assigned by the contract. Communicate with and documenting the communication with property owners, escrow companies, state attorneys, departmental divisions, management and others to complete the acquisition of real property for the state highway projects.
25%	E	Prepare resolution of necessity documentation, deposit of funds for condemnation cases and serve primary parties with suit papers to ensure possession of real property rights in accordance with the right of way certification date. Provide assistance to associate level agents and management for issues related to settlement conferences and court ordered mediation in order to efficiently and effectively acquire property rights following departmental rules and procedures (as outlined in the Right of Way Manual), the federal relocation assistance act, eminent domain and title laws.
20%	E	Responsible for updating ROWMIS and various RW tracking reports to provide project status to direct supervisor, Project Coordinator, Right of Way Deputy and Assistant Division Chief.
5%	M	Act as back-up in the purging and closing of acquisition files.

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of the principles of land economics, general real estate concepts and practices, knowledge of terminology and principles employed in legal work associated with branch activities and current social, political. economic and scientific developments and trends related to right of way in general.

Understanding of and an ability to apply laws and regulations relating to right of way activities. Understanding and the ability to assemble and analyze data and make mathematical computations. Establish and maintain cooperative relations with individuals contacted in the course of work. Ability to speak and write clearly and effectively. Ability to work with property owner, occupants and the public, often in tense, confrontational situations, in a calm, effective manner.

Incumbent must be able to simultaneously handle a variety of transactions, adopt existing methods and procedures to new situations and creatively suggest solutions for problems where no solution presently exists.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions, judgment or recommendations could result in inadequate resources, loss of revenue and / or increased costs to the state, federal sanctions and/or penalties and criticism by elected officials and the public.

PUBLIC AND INTERNAL CONTACTS

Contact with District personnel, public officials, consultants, staff from others 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. Incumbent may be sitting for long periods of time using keyboard and display terminal. Incumbent may be bending, stooping, kneeling and lifting. Incumbent may perform field inspections of properties which may expose incumbent to dust, dirt, uneven ground and traffic. Operation of a motor vehicle to and from various work assignment locations is required. 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 the property owners, occupants, elected officials and the public in stressful situations.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. They will use a keyboard and video monitor for long periods of time, as well as a telephone, faxes machine and photocopier. Employees may also be required to travel and lodge overnight for an extended duration.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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 (Print)

EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE