



Right of Way Agent

Job ID:		Posted:	
Position Title:	Right of Way Agent Public Sector	Job Type:	Full-Time
Company Name:	Universal Field Services, Inc.	Job Duration:	Indefinite
Job Function:	Acquisition	Min Education:	BA/BS/Undergraduate or equivalent experience
Entry Level:	No	Min Experience:	1 Year
Location(s):	Salem, OR	Required Travel:	0-25%

APPLY FOR THIS JOB

Contact Person: Stacey Cook

Phone: 918-494-7600

Send Resumes to
scook@ufsrw.com

Complete On-line application at:
www.ufsrw.com

Job Description

This position is responsible for negotiating the acquisition of real property interests from affected landowners using standard right of way techniques, effective communication skills, proper legal procedures and client specific criteria. Equally responsible for providing relocation assistance to individuals, families, businesses, non-profit organizations and farm operations displaced as a result of a federally funded or federally assisted project using proper legal procedures and client specific criteria.

Job Requirements

The ideal candidate will have public agency acquisition experience with working knowledge and understanding of the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA). Must be able to work within a team environment to accomplish organizational goals, be an effective communicator, and have strong time management skills with the ability to establish priorities and meet project deadlines. Technical experience should include: Research and review of title work; Understanding of Appraisal techniques & guidelines; Ability to read and interpret right of way plans and legal descriptions; Preparation of acquisition documents; Negotiations of various real property rights (fee simple, easements, etc.); Participate in project team and client meetings; Prepare clear and concise documentation of communications, negotiations and possible relocation services.

Requirements:

- Must have excellent computer skills (minimum MS word / excel)
- Minimum one (1) to three (3) years of experience as a Right of Way Agent
- Oregon Real Estate License
- Notary Public

Universal Field Services, Inc. is an EEO and AAP employer.