

Right-of-Way Agent, Senior

Idaho Transportation Department

Open for Recruitment: August 11, 2017 - August 25, 2017

Announcement # 04675056621

Salary Range: starting at *\$25.92-\$32.40 per hour [-Plus Competitive Benefits!](#)

Location(s): Boise

Idaho Transportation Department: Our Mission: Your Safety. Your Mobility. Your Economic Opportunity.

If you would like to join the award-winning, dynamic team of professionals dedicated to the mission of Idaho Transportation Department (ITD), this may be the perfect career opportunity for you!

ITD currently has an opening for Right of Way Agent Senior. This position is located at the Headquarters office in Boise Idaho. As a member of the Right-of-Way Team the incumbent will negotiate with property owners; oversee contract administration for independent contractors; provide input to and/or prepare legal documentation; and perform related work. Strong interpersonal skills are critical.

Please Note: Extensive travel is required.

Responsibilities:

- Review legal descriptions, documents, and plans for compliance with laws, regulations, and standards;
- Negotiate with landowners for the acquisition of real property;
- Perform research and compile accurate and complete informational reports about each landowner, project and property;
- Relocate property owners;
- Manage and sell surplus real property;
- Coordinate and review work of other ITD staff and contractors;
- Inform property owners of their rights in a fair and ethical manner;
- Represent ITD in public hearings, meetings, and conferences;
- Act as a liaison with federal, state, and local agency and special interest groups, businesses, and real estate organizations;
- Identify problem areas and initiate corrective action; Assist in other areas of Right of Way as needed;
- Foster an environment that embraces diversity, integrity, trust, and respect.

Minimum Qualifications:

- Completion of Right-of-Way apprenticeship and at least three years of full-time work experience at the Right-of-Way Agent level OR work experience of four (4) years demonstrating considerable knowledge of: public operations, policies, procedures, and standards related to right-of-way.
- A valid driver's license is required for this position.

Experience:

- Reviewing right-of-way plans, legal documents, and title instruments and correcting deficiencies;
- Preparing relocation plans;
- Applying federal and state laws, regulations, policies, and procedures that are related to right-of-way and eminent domain;
- Preparing and making oral presentations;

Desirable Qualifications:

- Ability to work independently as well as with others.
- Ability to read and comprehend legal documents such as legal descriptions, surveys, ground leases, easements, deeds, land purchase contracts, mortgages, title policies, subordination, and existing highway project plans.
- Satisfactory completion of International Right of Way Association course or Web-based training FHWA-NHI-141045 Real Estate Acquisition under the Uniform Act or equivalent course that focused on Right of Way and Eminent Domain related course curriculum.
- Intermediate proficiency in Microsoft Excel, Word, and Outlook.

Examination:

- Education and Experience. Enter your resume in the space provided in the examination.
- Scoring will be based on the information you provide.
- A minimum rating of 88 is needed to pass this examination.

How to Apply:

Click on any **Apply Online** button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, please select:

Idaho Transportation Department under "Agencies"
Full-time under "Job Type/Shift"
Boise under "Cities"

Hiring Lists:

If your name has been certified to a hiring list for possible consideration, you will see it listed in the Hiring Lists section of your online application. Supervisors review application materials prior to scheduling interviews. Those applicants who will be offered an interview may receive a phone call, letter or email to schedule a time, be sure your contact information is up to date and accurate. Having your name certified to a hiring list is not a guarantee that you will be contacted for an interview, it simply means you are one of the applicants being considered.

When updating your online application information, you must complete/update all items in the Application Checklist to include: Personal Information, Education, Work History, Cities, Agencies, Job Type. Without this information, your name cannot be referred to the hiring agency.

**Thank you for your interest in employment with the
Idaho Transportation Department!**