



DAKOTA COUNTY
Employee Relations
Administration Center, 1590 Highway 55
Hastings, MN 55033-2372
651-438-4568

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Right of Way Specialist**

An Equal Opportunity Employer

SALARY

\$26.65 - \$41.64 Hourly
\$55,642.00 - \$86,940.00 Annually

OPEN DATE: 03/06/15

CLOSE DATE: 03/27/15

POSITION

RIGHT OF WAY SPECIALIST - Job # 50190.15.001

POSTING TYPE: Open-competitive

DEPARTMENT: Transportation

HOURS: Full-time

PREFERRED HIRING RANGE: \$55,642 - 62,597/year (108 Grade Level)

FULL SALARY RANGE: \$55,642 - 86,940 /year

LOCATION: Apple Valley, WSC

UNION: None

CLOSE DATE: 4:30 p.m. on Friday, March 27th, 2015

The Right of Way Specialist position in the Transportation Department is responsible for performing professional right of way acquisition and relocation assistance, including administrative management of the program.

The Right of Way Specialist within Federal law, State rules, and County policy has discretion to determine acquisition strategies, provide fair appraisals, calculate offers, and negotiate settlements. The position is expected to employ sound judgment in the exercise of this discretion, including determination of the appropriate points at which to involve the Design Engineer in decision making.

The position exists to ensure effective, efficient, and responsive right of way acquisition and relocation assistance for Dakota County property owners.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in business, public administration, economics, engineering, or closely related field and Four years of experience in real property acquisition and appraisals.

OR

- Eight years of experience in real property acquisition and appraisals.

OR

- An equivalent combination of education and experience to total eight years.

AND

- Valid Minnesota driver's license

Licenses to be obtained within 12 months of hire:

- Ability to obtain a Minnesota Certified General Real Property Appraiser's license.

- Ability to obtain a Minnesota Certified Real Estate Sale's license.

Preferred license(s) beyond minimum qualifications:

- Notary Public Commission
- Real Estate Broker's license

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Perform, direct, and coordinate property research with other County departments and Title and Abstract companies.
 - Obtain current property ownership records
 - Perform title searches
 - Obtain mortgage and other financial information
2. Prepare, and direct preparation of supporting material for the County Offer of Settlement.
 - Review construction plans to determine the impact of construction projects on the affected property.
 - Check right of way maps for conformity to standards and needs.
 - Direct independent appraisals to fairly obtain property values of required acquisition and/or relocation.
 - Prepare or direct the preparation of offers and right of way documents.
3. Serve as the County contact in providing offers, negotiations, and settlements.
 - Provide appropriate project and acquisition information to property owners, tenants, mortgagees, and attorneys.
 - Meet to settle acquisitions with property owners through negotiation.
 - Direct, obtain, review and coordinate relocation services.
4. Serve as Transportation Expert in Eminent Domain proceedings.
 - Determine when to continue negotiations or begin eminent domain proceedings in consultation with the County Attorney's office.
 - Coordinate condemnation hearing scheduling and communication between court-appointed commissioners and property owners.
 - Prepare or direct the preparation of reports, exhibits, and appraisals for condemnation proceedings.
 - Testify at Commissioners' Hearings or District Court trials as requested by the County Attorney's office.
5. Provide administrative management of the right of way acquisition process.
 - Initiate and document payments for the right of way acquisition process.
 - Prepare and maintain files and reports to properly document the acquisition process, and record the appropriate right of way documents.
 - Provide information for maintaining permanent right of way files and maps at the County Engineer's office.
 - Provide information and answer questions at public meetings to describe the right-of-way acquisition process.
 - Prepare requests for County Board action and supporting documentation and reports.
 - Coordinate the efforts of the County Right of Way committee involving the Attorney's office, Surveyor's office, and Highway Department.

ESSENTIAL FUNCTIONS: Items 1-5 listed above are essential functions of this position.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Thorough knowledge of property values and property appraisal methods.
- Comprehensive knowledge of property descriptions, records, and the legal documents and procedures involved in property transactions.
- Demonstrated knowledge of and working experience with state and federal laws and regulations governing right of way acquisition, including State Aid and Federal Aid rules.
- Working knowledge of land surveying and reading and interpreting engineering plans and drawings.
- Communication skills, both written and verbal, to clearly and concisely convey complex issues to decision-makers in order to enhance effective decision-making.
- Demonstrated skill and ability to negotiate complex issues.
- Ability to establish and maintain effective relationships with property owners, public officials and staff, co-workers, and the general public.
- Ability to manage and coordinate multiple projects with property acquisition work.
- Ability to work non-standard work hours to meet client needs.

WORK ENVIRONMENT: Work is primarily sedentary and is usually accomplished while incumbent is comfortably seated at a desk or table. Some walking and standing may occur in the course of a normal workday in connection with attendance at meetings and conferences, or while researching files, or conducting on-site property visits. Must have the physical ability to work outside in all weather and inspect properties. Items carried typically are light objects such as briefcases, notebooks, and data processing equipment. Lifting requirement of up to 20 pounds on an occasional basis.

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE AT:

<http://www.dakotacounty.us>

OR

Dakota County Employee Relations - Administration Center
1590 Highway 55
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EXAM #50190.15.001
RIGHT OF WAY SPECIALIST
SK

Right of Way Specialist Supplemental Questionnaire

- * 1. *****Applicants for this recruitment will be rated based on their answers to the supplemental questions listed below and application materials. **It is IMPERATIVE that information provided on the application and resume are detailed and clearly outline your work experience & skills. They must also support and/or match answers to the supplemental questions.** Please initial the box below to CONFIRM that the information provided is accurate and true to the best of your knowledge. Falsification may result in disqualification from consideration for this and subsequent recruitments with Dakota County for up to three years.
- * 2. How do you meet the minimum qualifications for this position:
- Bachelor's Degree in business, public administration, economics, engineering, or closely related field AND Four years of experience in real property acquisition and appraisals.
 - Associate's Degree AND Six years of experience in real property acquisition and appraisals.
 - Eight years of direct work experience in real property acquisition and appraisals.

- An equivalent combination of education and experience to total eight years.
- None of the above, I do not qualify

* 3. Please select the highest level of education completed or Degree held. (Degree must be held by the closing date of this recruitment)

- High School Diploma or G.E.D equivalent
- Professional/Technical Certificate equivalent to 1 year of full-time post secondary education
- Associate's Degree
- Bachelor's Degree
- Master's Degree

* 4. Identify your years of full-time work experience in real property acquisitions and appraisals.

Convert any part-time experience to full years (i.e. 20 hours week for 2 years equals 1 year full time). Do not round up years of experience (i.e. 2 yrs. 9 mos. would equal 2 years). Apply this formula to all questions regarding number of years of full-time equivalent experience. This experience must be listed on your application.

- Less than 4 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8+ years
- None of the above

* 5. Do they have experience acquiring right of way for a government agency?

- Yes
- No

* 6. Identify the licenses or certifications that you possess: (check all that apply)

- Minnesota Certified General Real Property Appraiser's license
- Minnesota Certified Real Estate Broker's license
- Minnesota Certified Real Estate Sale's license
- Notary Public Commission
- Valid driver's license

* 7. Identify if you have full-time work experience with the following duties & responsibilities: (check all that apply)

- Perform, direct, and coordinate property research with Title and Abstract companies.
- Prepare and direct preparation of supporting material for the Offer of Settlement.
- Serve as the contact in providing offers, negotiations, and settlements.
- Serve as Transportation Expert in Eminent Domain proceedings.
- Provide administrative management of the right of way acquisition process.
- None of the above

* 8. If offered the position, what is the minimum salary that you would accept?

9. Your response to this question will help Dakota County evaluate the effectiveness of recruitment sources for this specific position. You may have been asked this question in the Agency Wide Questions but we would ask you to please complete this question here as well. Please select the **one** source that most closely describes how you first learned about this opportunity.

- Dakota County Website
- Job Interest e-mails from Dakota County
- Careerbuilder
- College Website, Instructor, Career Services
- JobsInMinneapolis/StPaul
- League of Minnesota Cities
- MN Association of Counties
- Minnesota Council of Non-Profits
- Minnesota Works Website
- Monster
- InDeed
- Social Media (LinkedIn, Mad Mimi)
- Job Fair or Dakota County Event
- Professional Association Website
- I am a former employee of Dakota County
- Referred by A Dakota County Employee
- Friend, Family or Colleague
- Other

* Required Question