

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5158

TITLE: RIGHT-OF-WAY AGENT/PROPERTY ANALYST

GRADE: S-23

DEFINITION:

Under general supervision, negotiates the purchase and/or sale of real property as required by the County; researches and verifies real property records; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Right-of-Way Agent/Property Analysts perform journey level, full performance work in the field of real property acquisition and disposition and related work. Positions assigned to this class are distinguished from Senior Right-of-Way Agents in that Senior Right-of-Way Agents perform the more difficult and/or sensitive purchases, whereas Right-of-Way Agents/Property Analysts perform journey level but more routine duties. Such duties could include verifying real property descriptions, reviewing titles and appraisals, preparing cost estimates for future projects, and negotiating the less difficult acquisitions, i.e., those that have less impact on the affected properties, are non-controversial and do not involve relocations.

ILLUSTRATIVE DUTIES:

Verifies real property descriptions and checks titles to determine real property ownership;
Negotiates easements by telephone, fax, letter and direct contact;
Functions as liaison between property owners and Fairfax County staff, agents and vendors;
Evaluates proposal packages for consideration by the Board of Supervisors;
Prepares land acquisition cost estimates on future projects;
Develops facts and/or prepares analysis necessary for condemnation or disposal proceedings;
Develops and coordinates alternative acquisition programs, such as donations and lease and interim use agreements;
Secures signatures to deeds;
Writes property descriptions;
Contracts for appraisals to be made or reviews outside appraisals and interprets real estate valuation principles;
Prepares analysis of County-owned real estate and makes recommendations concerning interim use;
Manages County-owned rental units, to include establishing leases, acquiring tenants, securing rental payments and ensuring that rental properties are maintained properly;
Participates in final negotiation and settlement proceedings;
Investigates cases of encroachment on County-owned land, notifies offending parties and pursues to final resolution, including coordinating legal action with the County Attorney if needed;
Testifies in court;
Updates and maintains records of work in progress and accomplished;
Makes special investigations, adjustments and reports as assigned;
May assist with preparation of annual budget and periodic statistical activity reports.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of real property acquisition or disposal for public purposes;

Knowledge of the legal instruments involved in real estate transactions;

Knowledge of commercial law and law governing condemnation or disposal proceedings;

Skills in negotiating the purchase or sale of real property;

Ability to deal courteously and effectively with the general public;

Ability to communicate effectively both orally and in writing;

Ability to prepare correspondence and reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

A bachelor's degree in real estate or a related field from an accredited four year college or university; PLUS

Three years of experience in real property negotiation, disposition and/or evaluation.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: December 19, 1996

REVISED: October 16, 1985