



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **RIGHT OF WAY AGENT**  
Grade: 15

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) land acquisition work; Work involves overseeing acquisitions and disposition of land; May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests

Oversees the disposal of surplus real property, acquisition of building sites, and maintenance of records

Oversees the review and analysis of legal or technical documents

Develops and interprets policies and procedures, and ensures compliance with applicable state and federal laws

Coordinates work activities between state and federal agencies, utility and title companies, and other entities having an interest in the property

Monitors the removal, adjustment, or relocation of utilities

Researches problems and coordinates solutions

May plan, assign, and/or supervise the work of others

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Associate's degree from an accredited college or university with course work in real estate, business administration, accounting or a related field

Nine (9) years of experience in land acquisition work

Two (2) years of related experience may be substituted for one (1) year of education

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## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Experience of Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of right-of-way negotiations, relocations, appraisals, acquisitions, and utility industry rules, regulations, and adjustment procedures

Knowledge of real estate laws, methods, principles, procedures, and terminology; and of zoning, appraisal, ownership, transfer, and lease of real property

Ability to research problems, understand legal terminology, negotiate and coordinate solutions

Ability to plan, assign, and/or supervise the work of others, and audit contracts

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations