



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Right of Way
 Representative

DEPARTMENT: Public Works

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$17.22 - \$25.90/hour

LEVEL: 21

Responsible for specialized field and office work in the acquisition and establishment of title to rights of way for parish construction purposes and manages the Parish Adjudicated Property Program.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Oversees the adjudicated property program including the sale or donation of adjudicated property and setting up payment plans for property owners with the Sheriff's Office.
- Manages all Parish right-of-way issues including acquiring right-of-way for all Parish projects as well as granting rights-of-way across Parish property.
- Prepare ordinances and appear before Commission meetings for real estate, right of way, oil and gas and adjudicated property transactions.
- Provides management of daily activities associated with the Parish Adjudicated Property Program supervising employees and unit activities. Manage employees to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Maintains effective working relationships with the Commission, employees, property owners and the general public.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required

- High School Diploma or GED equivalent.
- Five years of paid experience in the preparation of abstracts, or title research (land).
- A degree in Engineering, Business, Public Administration or a related field may be substituted for three of the required five years of experience.
- Considerable knowledge of the preparation of deeds, agreements and related documents in connection with the acquisition of rights of way and real property, oil, gas and adjudicated property. Considerable knowledge of legal statutes in connection with real estate, rights of way, oil and gas and adjudicated property.
- Must have valid driver's license if assigned a Parish vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to work in various kinds of weather.