

# Right of Way Agent

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|------------------------|----------------------------------|-------------------------|--|
| <b>Job ID:</b>         |                                  | <b>Posted:</b>          |  |
| <b>Position Title:</b> | Right of Way Agent Public Sector | <b>Job Type:</b>        | Full-Time                                    |
| <b>Company Name:</b>   | Universal Field Services, Inc.   | <b>Job Duration:</b>    | Indefinite                                   |
| <b>Job Function:</b>   | Acquisition/Relocation           | <b>Min Education:</b>   | BA/BS/Undergraduate or equivalent experience |
| <b>Entry Level:</b>    | No                               | <b>Min Experience:</b>  | 2 Years                                      |
| <b>Location(s):</b>    | Minnesota                        | <b>Required Travel:</b> | 0-25%  |

## APPLY FOR THIS JOB

**Contact Person:** Stacey Cook

**Phone:** 918-494-7600

**Send Resumes to**  
scook@ufsrw.com

**Complete On-line application at:**  
www.ufsrw.com

## Job Description

This position is responsible for negotiating the acquisition of real property interests from affected landowners using standard right of way techniques, effective communication skills, proper legal procedures and client specific criteria. Equally responsible for providing relocation assistance to individuals, families, businesses, non-profit organizations and farm operations displaced as a result of a federally funded or federally assisted project using proper legal procedures and client specific criteria.

## Job Requirements

The ideal candidate will have public agency acquisition experience with working knowledge and understanding of the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA). Must be able to work within a team environment to accomplish organizational goals, be an effective communicator, and have strong time management skills with the ability to establish priorities and meet project deadlines. Technical experience should include: Research and review of title work; Understanding of Appraisal techniques & guidelines; Ability to read and interpret right of way plans and legal descriptions; Preparation of acquisition documents; Negotiations of various real property rights (fee simple, easements, etc.); Participate in project team and client meetings; Prepare clear and concise documentation of communications, negotiations and possible relocation services.

This position does not include a living allowance/Per Diem or commute mileage.

Requirements:

- Must have excellent computer skills (minimum MS word / excel)
- Minimum two (2) years of experience as a Right of Way Agent
- Minnesota Real Estate License Required
- Notary Public

**Universal Field Services, Inc. is an EEO and AAP employer.**