



Clark Land Resources is Hiring Right of Way/Relocation Agents

IMPORTANT: You must submit an application at www.clarklandresources.com/careers. BY only submitting a resume through LinkedIn, you may not be considered for the position.

Clark Land Resources (An Employer of the Year [IRWA National 2021 for Employers with more than 20 Employees]) is seeking a real estate professional to complete acquisition and relocation assignments per a defined schedule and in compliance with regulatory laws and policies. Clark Land is a 11-year-old company, based in Southern California, who acquires, protects, and manages land rights for public and private agencies. Our mission is to acquire, protect, and manage land rights for public and private entities with integrity and respect toward all stakeholders. We believe in improving the quality of life in our communities by being the cornerstone of outstanding ethics and performance in the Right of Way industry.

We offer generous medical, dental, vision, life, long term disability and travel insurance plans. A 401k plan is also offered. We believe work-life balance is important for the health of our employees and offer 11.5 paid holidays per year as well as Personal Time Off (PTO).

Clark Land's direct focus and experience is in providing real estate services including property rights research, interpretation and acquisition, valuation, relocation assistance plans, encroachment services, and project management assistance for projects involving water, transportation, housing, storm water, sewer, gas, electric and alternative energy systems. www.clarklandresources.com/careers. Clark Land Resources is currently accepting applications for the position of Right of Way Agent to fill vacancies in the Right of Way Operations Department. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months. The Right of Way Agent, under supervision of a Sr. Right of Way Agent or a Project Manager, performs a wide variety of professional office and field duties in the management, acquisition, and relocation of real property interests; and also performs related work as required. This position is based in Southern California.

Work Performed Duties may include, but are not limited to, the following --

Acquisition responsibilities include:

- Research, examine, and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties.
- Analyze and determine the effect of encumbrances.
- Negotiate with parties of interest to remove liens, judgments, or other encumbrances.
- Prepare necessary documents to effect title changes.
- Review appraisals of properties to determine market value and costs necessary in securing properties for our clients' use.
- Examine engineering plans and property maps to determine extent of property requirements for street rights-of-way and easements.

- Negotiate with property owners, in person or through correspondence, to establish terms and conditions of property conveyances.
- Recommend settlement terms and course of action to our clients.
- Investigate sites and prevailing rates in desired location; gather sales, zoning, assessment valuation, improvements, tax, and other pertinent information for use in developing fair market value.
- Secure execution of formal lease documents; prepare outline and lease terms for attorney's use.
 - Coordinate the disposition of real property interests.
 - Maintain records and prepare a variety of reports.
 - Perform other duties as needed

Relocation Responsibilities:

- Assess the ownership and occupancy of property to develop relocation estimates and perform detailed relocation benefit calculations, perform relocation assistance duties, monitor relocation activities, and prepare summary relocation reports.
- Conduct negotiations for the acquisition of rights and relocation of displacees
- Coordinate right-of-way and relocation activities for clients
- Versed in all applicable federal, state and industry laws and regulations such as FHWA and the Uniform Act, as well as the client's policies and procedures
- Ability to work both independently and closely with a team, as required
- Communicate effectively
- Perform other duties as needed
- Maintain records and prepare a variety of reports.

Qualifications Needed --

Education -- Equivalent to an Associate's or Bachelor's Degree from an accredited college or university with major work in business administration, economics, real estate, or a closely related field. Two years of additional qualifying experience may substitute for two years of education.

Experience -- Three years of experience as stated above in Work Performed Duties...; or 5 years of experience in real estate, title, surveying, management, and/or record keeping of public property. Experience with Microsoft Office Suite[®] is required, and experience using database programs is helpful.

Required Qualifications -- Exacting standards for impeccable level of ethics. Excellent communication skills leading to mutual agreements with clients, property owners, and tenants.

Preferred Licenses and Certifications -- The ideal right of way agent candidates will have a valid and active California issued Real Estate License and/or a Right of Way Agent, Right of Way Professional certification from the International Right of Way Association.

Other Requirements -- Must have reliable transportation for meeting property owners or site visits.

Salary Range -- The salary will be commensurate with the candidate's experience and can range from \$35.00 to \$50.00+ per hour.

APPLY AT WWW.CLARKLANDRESOURCES.COM/CAREERS.

Selection Process --

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION --

- Completed Employment Application
- Resumé

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification. It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment. Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug, and alcohol test. Proof of education listed in your application will be requested at the time of conditional offer. Applications will be asked to provide consent to release education and other background information prior to receiving a conditional offer. ***NOTE:*** Clark Land reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

- THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

Industry

- Utilities

Employment Type

Full-time