

Job Title: Staff Right of Way Specialist

Location: Akron, OH

Send your resume to jberry@burnsmcd.com

- **Staff Right of Way Specialist**

- Responsibilities:

- Analyze, prepare, review and interpret Land and Right of Way related agreements, deeds, easements, leases, permits and licenses
 - Perform rights and restriction reviews
 - Research and collection of real property related documents
 - Understand and interpret easement agreements
 - Support translation of data from Right of Way documents into the stakeholder management database
 - Assist in quality assurance reviews of stakeholder management database entries from Right of Way field agents
 - Compile technical data to be presented to Right of Way project team
 - Assist in preparation of project status, technical and acquisition reports to the project team
 - Support project managers, design engineers, environmental consultants, GIS mapping specialists, vegetation management team, Right of Way managers and real estate coordinators as required
 - Support Client needs as directed
 - Efficient at working independently as well as in team environment

- Qualifications:

- Bachelor's degree or applicable experience may be substituted for the degree requirement
 - SR/WA designation from the International Right of Way Association is preferred
 - Working knowledge of general real estate law
 - Understanding of real estate title work
 - Strong attention to detail
 - Good verbal and written communication skills
 - Proficient in working with spreadsheets and other task-tracking software
 - Capable of working with diverse skill sets in fast paced environment
 - Strong analytical and problem-solving skills
 - Team player focused on Client service
 - Well organized and able to simultaneously pursue and track multiple project efforts
 - Experience with Google Earth and familiarity with construction drawings is preferred but not required
 - Valid driver's license required. Must meet standards to qualify for and maintain the Company's vehicle driving privileges