

RIGHT OF WAY APPRAISER II

DESCRIPTION OF WORK:

This is administrative work in the review and evaluation of appraisals of property in the acquisition of highway right of way. Employees are responsible for reviewing all appraisal reports within a geographical area of the state and evaluating the completeness, accuracy and consistency of appraisals. Duties include assisting management in the evaluation of fee appraiser applications and periodically analyzing and rating fee appraisers as to quality of work, promptness of delivery, and conformity of reports to departmental and appraisal contract standards. Work is guided by federal and state laws, agency policies and procedures and is performed under the general supervision of the area right of way appraiser.

EXAMPLES OF DUTIES PERFORMED:

Reviews and evaluates appraisal reports to ascertain if they conform to departmental and appraisal contract requirements and standards.
Reviews appraisal reports to ascertain that they do not include compensation for non-compensable items and includes considerations for all compensable items, and conform to acceptable professional contemporary appraisal practices and techniques.
Inspects subject property and views the comparable sales and other market indices referred to in the appraisals as well as the subject neighborhood.
Reviews appraisals in totality against all available information.
Evaluates and makes recommendations concerning acceptability of fee appraiser applications.
Periodically analyzes and rates fee appraiser performance and makes recommendations to management
Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities

Thorough knowledge of the various methods of real estate appraisals.
Thorough knowledge of departmental policies and procedures.
Considerable knowledge of public record systems in various counties.
Ability to read and understand deeds and other instruments of real estate conveyance.
Ability to read and understand plans.
Ability to make accurate estimates of project costs.
Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Training and Experience

Graduation from a four-year college or university and four years experience in right of way appraisal work, or high school graduation and eight years experience in right of way or real estate appraisal work, including four years in right of way work; or an equivalent combination of training and experience.

Necessary Special Qualifications

Certification as a N. C. State General or General/Residential Real Estate Appraiser.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.