

## RIGHT OF WAY APPRAISAL UNIT SUPERVISOR

### DESCRIPTION OF WORK:

This is supervisory and administrative work in appraising property in the acquisition of highway right of way. Employee is responsible for planning, coordinating and directing the appraisal program throughout the state. Duties include training of right of way appraisers and the training and employment of fee appraisers. Work involves considerable public contact with landowners, state and local officials and other highway officials. Work is guided by federal and state laws, policies and procedures and is performed independently under the administrative supervision of the assistant department head who reviews work through periodic conferences and reports for conformance to established standards and highway project schedules.

### EXAMPLES OF DUTIES PERFORMED:

Reviews right of way appraisal reports by staff or fee appraisers and makes recommendations as to their acceptance. Supervises the assignment of right of way appraisal projects to the staff appraisers or to fee appraisers. Visits field personnel to discuss problems; reviews progress of appraisal program. Advises and assists subordinate personnel in the more difficult appraisal problems; explains more complicated appraisal to negotiators. Meets with local government and highway officials to explain the state highway appraisal program. Develops new procedures and methods for conducting and reporting appraisal work. Advises with Attorney General's office as to appraisal data to be used in the prosecution of condemned cases. 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.
- Thorough knowledge of public land record systems in various counties.
- Considerable knowledge of drafting techniques.
- 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 supervise, train, and coordinate the work of others.
- Ability to establish and maintain effective working relationships with other employees and the general public.

**NC 01175**  
**OSP Rev. 04/07**

Minimum Training and Experience

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

Necessary Special Qualification:

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.

All degrees must be received from appropriately accredited institutions.