

Title: Realty Appraiser I	Effective Date: June 30, 2016	Grade: X	Job Category: Professional
Prior Title: Realty Appraiser I	Prior Effective Date: September 29, 2014	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing uncomplicated appraisal work in appraising real estate to determine the fair market value of properties involved in right of way acquisition for highway purposes.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Appraise various types of properties for highway right of way acquisition.
- Inspect property to be obtained, including all improvements, for use in the appraisal report.
- Traverse rugged terrain including, but not limited to, bluffs, creeks and streams, brush, and timber covered property, fences, etc.
- Prepare appraisal based on market survey, evaluation of the property, etc.
- Prepare waiver valuations for properties involved in right of way acquisition when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000 or less.
- Negotiate and acquire simple real property acquisitions through personal negotiations or mail when the valuation is uncomplicated and the anticipated value of the acquisition is \$10,000 or less.
- Testify in court as to the market value of the property in cases where a settlement cannot be negotiated.
- Prepare necessary records and reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, real estate, or related field, OR the educational equivalent to a diploma from an accredited high school plus four years appraisal-related experience. Appraisal course work preferred. General knowledge of property values and methods of appraising property. Ability to utilize county, state and federal records in searching for deeds, easements, condemnations, releases, etc. Ability to express findings clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationship with public officials and the general public. Physical ability to traverse rough terrain. Valid driver's license and constant statewide travel required. Constant statewide travel for this position means overnight travel up to four nights per week depending on the project locations.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

