AHTD

Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Realty Appraiser IV	June 20, 2016	XV	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Realty Appraiser/Negotiator	September 22, 2014	XV	1 of 1

Characteristics of Work

Under general supervision, this position is responsible for performing moderately complex appraisal work in appraising real estate to determine the fair market value of properties involved in right of way acquisition for highway purposes. This position is also accountable for the occasional review and approval of realty appraisal reports prepared in connection with the acquisition of the right of way.

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.
- Prepare appraisal based on market survey, evaluation of the property, etc.
- Testify in court as to the market value of the property in cases where a settlement cannot be negotiated.
- Assist the Reviewing Appraiser in making job assignments.
- Review and approve appraisal reports in accordance with state and federal requirements.
- Assist in training of staff appraisers.
- Prepare necessary records and reports.

Minimum Requirements

The educational equivalent to a bachelor's degree from an accredited college or university in real estate or related field plus three years appraisal experience; OR the educational equivalent to a diploma from an accredited high school six years appraisal experience. Successful completion of one hundred sixty hours of appraisal course work with final examinations and passing grades. Each appraisal course must have been at least 15 hours in duration. Working appraisal knowledge of all areas in the State of Arkansas. Ability to determine market value of any specific real property or improvements thereon. Considerable knowledge or property values and methods of appraising property. Considerable knowledge of Arkansas statutes relative to the laws of eminent domain. Ability to utilize county, state and federal records in searching for deeds, easements, condemnations, releases, etc. Ability to read, interpret, and understand highway construction plans and right of way maps. Ability to write a working description for parcels of property. 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 rugged 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.