

Title: Section Head - Appraisals	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Appraisals	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the supervisory and administrative work necessary to determine the amount of just compensation due property owners affected by right of way acquisitions.

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.

- Direct and supervise right of way appraisers and clerical staff.
- Assign, direct, coordinate, and review right of way appraisals assigned to fee appraisers.
- Consult with and advise the Right of Way Division Head on appraisal issues.
- Confer with other Department staff to ensure coordination of activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in real estate, business administration or related field plus six years experience in highway right of way appraisals; OR the educational equivalent to a diploma from an accredited high school and ten years experience in highway right of way appraisals. Two hundred hours of appraisal course work which would qualify for state certification credit. Extensive experience in the field of property appraisal. Thorough knowledge of Department, federal and state rules and regulations related to appraisal of real estate. Ability to read and interpret right of way and construction plans. Excellent organizational, time management, and oral and written communication skills. Valid driver's license and statewide travel required.

("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.

