

Title: <b>Realty Appraiser/Negotiator</b>	Effective Date: November 1, 2010	Grade: XV	Job Category: Professional
Prior Title: Realty Appraiser/Negotiator	Prior Effective Date: October 18, 2010	Grade: XV	Page: 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 appraisal and purchase of right-of-way when the market value is estimated to be \$10,000.00 or less.

### 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 acquired, 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.
- Negotiate and acquire real property through contract and acceptance letter.
- Acquaint the property owner with the project.
- Advise property owner on how much property is being bought, the effect on remaining property, and how cost offer was determined.
- Examine legal data and collect pertinent information.
- Prepare necessary records and reports.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in business administration or real estate, and two years experience in highway right of way appraisals; OR the educational equivalent to a high school diploma and six years experience in highway right of way appraisals. One hundred sixty hours of appraisal course work which would qualify for state certification credit. Extensive 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 establish and maintain effective working relationship with public officials and the general public. Thorough knowledge of federal, and state rules and regulations related to appraisal of real estate. Excellent oral and written communication skills. Physical ability to traverse rugged terrain. 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.)*