

Title: Reviewing Appraiser	Effective Date: May 11, 2012	Grade: XVII	Job Category: Professional
Prior Title: Reviewing Appraiser	Prior Effective Date: January 28, 2011	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the review and approval of realty appraisal reports prepared in connection with the acquisition of 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.

- Assist the Section Head in making job assignments.
- Assist in routine interoffice administrative procedures.
- Review and approve appraisal reports in accordance with state and federal requirements.
- Assist in training of staff appraisers.
- Testify in court as to market value of 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 real estate, business administration, or related field plus four years of experience in highway right of way appraisals, OR the educational equivalent to a diploma from an accredited high school and eight years experience in highway right of way appraisals. Must have and maintain an active Arkansas Certified General Appraiser license. 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 establish and maintain an effective working relationship with public officials and the general public. Thorough knowledge of Department, federal and state rules and regulations related to appraisal of real estate. Excellent organizational and time management skills as well as 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.)

