

**APPRAISER**

**Nature of Work:** Under general supervision, performs full-performance level work appraising residential real, commercial real, industrial real, natural resources or personal properties for taxation purposes or for various properties to be taken by the Division of Highways. Work involves the application of prescribed procedures and techniques on all appraisal work including independent selection of the appropriate appraisal method, research and documentation of the method and value submissions. Makes preliminary access cost estimates, serves as a witness in administrative hearings, Commissioner's hearings, and jury trials and prepares land and economic studies. Considerable travel is involved. Assist in training new employees. Appraisal work is subject to review by a Senior Appraiser or Appraiser Manager. Performs related work as required.

**Distinguishing Characteristics:** Positions in this class perform all types of appraisals independently or specializes in the work of a Right-of-Way Appraiser in the Division of Highways. Takings are whole or partial and not considered highly complex. Incumbents may be required to become certified as a Certified Residential Appraiser.

**Examples of Work**

- Gathers residential real, commercial real, industrial real, personal property and natural resource data from court house records, property owners and from real estate agencies for use in making preliminary estimates of value.
- Applies accepted appraisal methods to estimate the value of property being appraised; prepares a final narrative report of appraised values, including documentation.
- Researches public land records to obtain information on property transfers to determine current real estate values and trends; consults local property owners and real estate professionals to verify property transfers, land values, economic trends and other pertinent information.
- Trains other employees in appraisal methodology or instructs county assessor offices in their administrative duties comprised of residential, commercial real estate and personal property appraisal; prepares a final narrative report of evaluation performances of county assessors.
- Reviews geologic data to establish values of natural resources property and mineral resources.
- Testifies in court and administrative hearings regarding the value of property.
- Makes surveys, examinations, audits and investigations on all classes of property in each county.

**APPRAISER (CONT'D)****Knowledge, Skills and Abilities**

- Knowledge of professional real estate and/or personal property appraisal methods and techniques.
- Knowledge of real property rights acquisition and right-of-way engineering and survey methodology.
- Ability to draw final value conclusions and to document and testify to such conclusions.
- Ability to apply professional appraisal techniques.
- Ability to work independently.
- Ability to train other employees and county officials in appraisal methodology and agency procedures.
- Ability to prepare and assemble data for appraisal and tax studies.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, property owners, state and local government officials, and the public.

**Minimum Qualifications**

- Training:** Bachelor's Degree from an accredited four-year college or university and successful completion of a property appraisal course from an accredited college or university or from a nationally recognized appraisal training or certification society or other entity approved to provide such courses by the West Virginia Real Estate Appraiser Licensing and Certification Board.
- Substitution:** Additional qualifying experience may be substituted for the required training on a year-for-year basis, excluding the appraisal course.
- Experience:** Three years of full-time or equivalent part-time paid real estate appraisal, right-of-way acquisition or relocation or real estate management.
- Special Requirement:** Selected positions may require certification as a Certified Residential Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

Established: 7/18/96  
Effective: 9/1/96

