

SENIOR APPRAISER

Nature of Work: Under general supervision, performs advanced 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 complex appraisal work including independent selection of the appropriate appraisal method, research and documentation of the method and value submissions. Reviews the work of staff and fee appraisers and/or conducts more complex appraisals. Serves as an expert witness in county and administrative hearings and jury trials. Considerable travel is involved. Assists training new employees or county employees. Appraisal work is subject to review by a Chief Appraiser or Appraiser Manager. Performs related work as required.

Distinguishing Characteristics: This class is distinguished from the Appraiser class by the higher level of responsibility assigned to include the review of the work of staff and fee appraisers or by conducting more complex commercial or industrial appraisal work setting final market values and acting as an expert witness. May also oversee the appraisal activities for entire projects.

Examples of Work

Reviews highway project plans, profiles and cross sections to determine property to be taken; manages appraisal activities for entire projects.

Reviews appraisal reports submitted by staff or fee appraisers. Assists in developing policies and procedures on appraisal methodology and administration.

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, industrial 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.

SENIOR APPRAISER (CONT'D)**Examples of Work (cont'd)**

Makes surveys, examinations, audits and investigations on all classes of property in each county.

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 testify to and document 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.

Ability to review the work of staff and fee appraisers.

Ability to coordinate the work of others in a project.

Ability to testify in court or administrative hearings as expert witness.

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: Five years of full-time or part-time equivalent paid experience as an Appraiser.

Promotional Only: Two years of full-time or part-time equivalent paid experience as an Appraiser.

Special Requirement: Selected positions may require certification as a Certified General Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

Established: 7/18/96

Effective: 9/1/96