

**CHIEF APPRAISER**

**Nature of Work:** Under general supervision, performs supervisory work in residential real, commercial real, industrial real, natural resources or personal properties appraisal. Work involves the planning, organizing, assigning, reviewing and evaluating the work of subordinate professional, technical and support staff in appraisal methodology, procedure and results. Serves as an expert witness in court and administrative hearings. Considerable travel may be involved. Assures the relevant training for new employees and/or county assessor employees. Work is subject to review by an Appraiser Manager. Performs related work as required.

**Distinguishing Characteristics:** Positions assigned to this class supervise the work of appraisers, technical and support employees.

**Examples of Work**

Supervises the review of appraisal reports submitted by staff or fee appraisers.

Assists in developing policies and procedures on appraisal methodology and administration.

Supervises the gathering of 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.

Supervises the application accepted appraisal methods to estimate the value of property being appraised; supervises preparation of final narrative report of appraised values, including documentation.

Oversees research of 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.

Testifies in court and administrative hearings regarding the value of property.

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

**CHIEF 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 supervise the work of appraisers.  
 Ability to draw final value conclusions and to 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:** Seven years of full-time or part-time equivalent paid experience as an Appraiser.

**Promotional Only:** Four 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