

**APPRAISER MANAGER**

**Nature of Work:** Under administrative direction, performs complex managerial work planning and coordinating all appraisal activities of a state agency. Plans, develops and organizes the work of the unit to meet the agencies appraisal needs and required budgetary and support needs. Assures the proper level of training, resources and staffing to meet the work requirements and mandates of the unit. Performs related work as required.

**Distinguishing Characteristics:** This position has responsibility for all appraisal activities in the agency. Plans and coordinates the appraisal work of the unit; oversees the development of policies and procedures on appraisal methodology and administration. Through subordinate supervises, oversees the gathering of residential real, commercial real, industrial real, personal property and natural resources data from court records, property owners and from real estate agencies for use in making preliminary estimates of value. Oversees the development and application of accepted appraisal methods to estimate the value of property being appraised; oversees the preparation of final narrative report of appraised values, including documentation. Assures proper training levels for employees on appraisal methodology and coordinates similar training for county assessor offices and others. May testify in court and administrative hearings regarding the appraised values of property. Oversees the survey, examination audit and investigation of all classes of property in each county.

**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.

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

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.

**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 plan, organize and coordinate the work of an appraiser unit.

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.

**APPRAISER MANAGER (CONT'D)**

**Minimum Qualifications (cont'd)**

**Experience:** Nine years of full-time or part-time equivalent paid experience as an Appraiser.

**Promotional Only:** Six 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

