

OCCUPATIONAL GROUP: Land Management

CLASS FAMILY: Appraisal

CLASS FAMILY DESCRIPTION:

This family of positions applies methods, techniques, principles, and practices of real estate and property appraisal in order to determine the property's fair value.

CLASS TITLE: Appraiser

DISTINGUISHING CHARACTERISTICS:

These positions perform full performance level work appraising residential real estate, commercial real estate, industrial real estate, natural resources or personal properties for taxation purposes or for various properties to be taken by the state. Considerable travel is involved. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Gathers 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, preparing related documentation and reports.
- 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.

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, both 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:

Education: Bachelor's degree from a regionally accredited 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.

Experience: One to three years of full-time or equivalent part-time verifiable experience related to appraisal.

Education and/or Experience Substitution: Additional qualifying experience may be substituted for the required training on a year for year basis, excluding the appraisal course. Additional coursework from a regionally accredited college or university related to appraisal may be substituted for the required experience on a year for year basis.

Certifications, Licenses, Registrations: Selected positions may require certification as a Certified Residential Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

CLASS TITLE: Appraiser Senior

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level work appraising residential real estate, commercial real estate, industrial real estate, natural resources or personal properties for taxation purposes or for various properties to be taken by the state. They review the work of staff and fee appraisers or, by conducting more complex commercial or industrial appraisal work, set final market values and act as an expert witness. These positions may also oversee the appraisal activities for entire projects. Considerable travel is involved. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- 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.
- 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, both 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:

Education: Bachelor's degree from a regionally accredited 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.

Experience: Two to five years of full-time or equivalent part-time verifiable experience related to appraisal.

Education and/or Experience Substitution: Additional qualifying experience may be substituted for the required training on a year for year basis, excluding the appraisal course. Additional coursework from a regionally accredited college or university related to appraisal may be substituted for the required experience on a year for year basis.

Certifications, Licenses, and Registrations: Selected positions may require certifications as a Certified General Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

CLASS TITLE: Appraisal Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions perform supervisory work in residential real estate, commercial real estate, industrial real estate, 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. They may serve as an expert witness in court and administrative hearings. Considerable travel may be involved. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises staff; organizes, assigns and reviews their work; conducts performance evaluations; trains staff; conducts applicant interviews.
- Analyzes appraisal reports submitted by staff or fee appraisers; conducts complex appraisals.
- Assists in developing policies and procedures on appraisal methodology and administration.
- Oversees 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.
- Reviews the application accepted appraisal methods to estimate the value of property being appraised; reviews 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.

- Oversees the 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 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, both 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:

Education: Bachelor's degree from a regionally accredited 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.

Experience: Four to seven years of full-time or equivalent part-time verifiable experience related to appraisal.

Education and/or Experience Substitution: Additional qualifying experience may be substituted for the required training on a year for year basis, excluding the appraisal course. Additional coursework from a regionally accredited college or university related to appraisal may be substituted for the required experience on a year for year basis.

Certifications, Licenses, Registrations: Selected positions may require certification as a Certified General Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

CLASS TITLE: Appraisal Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative work and are responsible for all appraisal activities in a state agency. They plan and coordinate the appraisal work of the unit, overseeing the development of policies and procedures relating to appraisal methodology and administration.

Through subordinate supervisors, oversees the survey, audit, and examination of all classes of property. These positions may testify in court and administrative hearings regarding the appraised values of property. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Provides direction, planning and supervision for an appraisal program.
- Reviews and analyzes appraisal reports submitted by staff or fee appraisers.
- Develops statewide appraisal plan.
- Ensures that the appraisal requirements of the agency are met.
- Develops policies and procedures on appraisal methodology and administration.
- Oversees 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.
- Oversees 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.
- Testifies in court and administrative hearings regarding the value of property.
- Oversees surveys, examinations, audits and investigations on all classes of property.

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 staff.
- Ability to draw final value conclusions and to document such conclusions.
- Ability to apply professional appraisal techniques.
- Ability to work independently.
- Ability to prepare reports and documents for appraisal and tax studies.
- Ability to communicate effectively, both 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 testify in court or administrative hearings as expert witness.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited 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.

Experience: Five to seven year of full-time or equivalent part-time verifiable experience related to appraisal.

Education and/or Experience Substitution: Additional qualifying experience may be substituted for the required training on a year-for-year basis, excluding the appraisal course. Additional coursework from a regionally accredited college or university related to appraisal may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: Selected positions may require certification as a Certified General Appraiser by the West Virginia Real Estate Appraiser Licensing and Certification Board.

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