

DESCRIPTION: Under close to general supervision; participates in formal and informal training program to gain knowledge and understanding commensurate with the professional and technical standards and abilities of an appraiser; applies learning to perform and assist others engaged in appraisal work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of five levels in the Appraiser classification series. This level basically serves as a trainee level to provide on-the-job training and other development opportunities for advancement to the next level. Incumbents learn the types, methods, processes, and other aspects of appraisal and condemnation actions. They will progressively be given more difficult assignments under direct supervision of a supervising appraiser. It is expected at least one year of training is needed for incumbents to reach full productivity and another two to three years of experience to meet appraisal credential requirements. Positions are responsible for valuing properties minimally affected by both State and local project needs and jurisdiction standards.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares Waiver Valuations of real property and assists in preparation of independent appraisals of real property, under direct supervision of an assigned staff member or Review Appraiser.

Collects information and data from public records and market cost survey statistics for property appraisal purposes.

Verifies market sales with buyers, sellers, brokers, bankers, appraisers, county assessors, and others knowledgeable in real estate practices and activities.

Conducts property inspections including use of procedures such as measuring, taking photographs, and determining uses, quality, and condition.

Interviews property owners to gain their perspectives of their property, working under close supervision and progressing to less supervision as needed.

Utilizes computers, digital cameras, copiers/scanners, and other equipment to enter data, record physical conditions, and create documents and records.

Conveys property owner concerns to appropriate agency officials and follows through to resolution.

Prepares and maintains appraisal logs that meet Nebraska Real Property Appraiser Board requirements.

Independently pursues the required courses of education that lead to appraisal credentials, including Trainee Courses required by the Nebraska Real Property Appraiser Board.

Operates a vehicle under varying weather and roadway conditions to inspect real property.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: conventional real estate business practices and standards, and agency policies; property appraisal, negotiation, and conveyance techniques and documents; conventional computer software for word processing and spreadsheets.

Skill in: using computers; operating vehicles; using reasoning and decision-making approaches; understanding, judging, and tactfully interacting with property owners and others in stressful situations.

Ability to: read and interpret narrative, visual, and numerical information including legal descriptions, maps, and highway design plans; communicate with co-workers, land owners and tenants, and others in person and via telephone, electronic means, and correspondence; use equipment including cameras, financial calculators, and copiers/scanners.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two year Associate's degree, or thirty (30) semester or equivalent hours of college-level education, in areas related to property such as real estate, property management, land appraisal or valuation, land condemnation, or in other areas such as business administration, engineering, agriculture, economics, or finance.

Possession of a valid driver's license is also required.

SPECIAL NOTES:

Incumbents will be expected to complete the seventy-five (75) hours of qualifying education required for Trainees by the Nebraska Real Property Appraiser Board. A Bachelor's degree is preferred and necessary to obtain credentials required at higher classification levels.

Extensive travel overnight and across the State is expected of incumbents of this class.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).