

DESCRIPTION: Under general supervision, appraises property and lands to determine value for purchase, sale, investment, or lease in accordance with professional standards and procedures; assists in the training program for appraiser trainees; 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 second of five levels in the Appraiser classification series. This level serves as a full performance level where incumbents of positions must be credentialed appraisers in order to perform assigned appraisals. More difficult appraisals, which are more complex and/or have greater financial or economic impact, are assigned to the Appraiser III level. Incumbents at this level have the training and experience required to be a fully productive eminent domain appraiser. On-going continuing education is needed to keep the appraisal credential at this level; including completion of twenty-eight (28) hours of education every two years. Positions are responsible for valuing properties 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 independent appraisals to include valuation of land and improvements and estimates of damages to the remainder.

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

Verifies market data/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, tenants, business owners, and others to gain their perspectives on the value of real estate and the subject property.

Prepares non-complex review appraisal reports.

Testifies as an expert witness in condemnation hearings in County or District Courts.

Provides guidance and training to newer appraisers within the existing training program, 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 the Nebraska Real Property Appraiser Board requirements.

Independently pursues the required continuing education and additional coursework that lead to advanced appraisal credentials; studies reference material and texts to become familiar with interpretation of cost and land manuals.

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

Conducts personal property inventory and moving expense estimates on a limited scope.

Appraises and negotiates with property owners to acquire minimal takings.

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

Knowledge of: conventional real estate business practices and standards; property appraisal, negotiation, and conveyance techniques and documents; agency policies, documents, and standard appraisal and negotiation techniques; rules and guidelines set forth in the Uniform Standards of Professional Appraisal Practices (USPAP), the Uniform Act, and Title 49 of the Code of Federal Regulations; conventional and agency specific computer software for word processing, spreadsheets, and internet communications and databases.

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; train others in appraisal practices and procedures; use equipment including cameras, financial calculators, and copiers/scanners; identify property interests and property improvements.

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, AND possession of a Real Property Appraiser License - requiring an additional 150 hours of appraisal classes and 2,000 hours of supervised real estate appraisal experience over a minimum of 12 months (see first Special Note below).

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

SPECIAL NOTES:

These qualifications reflect minimum national requirements for obtaining appraisal credentials that each State Appraisal Board implemented by January 1, 2015. These requirements were adopted by the Appraiser Qualifications Board of the Appraisal Foundation. A waiver to these educational requirements may be granted for individuals appropriately credentialed before this date and have the necessary experience for the position. Completion of twenty-eight (28) hours of continuing education every two years is required. A Bachelor's degree is preferred in order to obtain a certified appraisal credential 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).