

**DESCRIPTION:** Under general to limited supervision, performs professional work in the evaluation of the full range of property including residential, commercial, industrial, utilities, railroad, and other properties; trains and guides, and reviews the work of, other staff as needed; reviews fee appraisals and prepares complicated or highly technical appraisals; 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 third of five levels in the Appraiser classification series. This level serves as a full performance level where incumbents of positions must be certified appraisers in order to perform assigned appraisal and appraisal review work. Appraisals conducted, on a regular basis, are more difficult, more complex, and/or have greater financial or economic impact than those assigned to the Appraiser II 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 required 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.)

Appraisal Duties:

Prepares more complex independent appraisals, which may have extensive damages or changes in highest and best use that require detailed analysis.

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

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, determining uses, quality, and condition.

Interviews with property owners, tenants, and business, governmental, and legal representatives to gain their perspectives on value of real estate, subject property characteristics, and possible alternatives.

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

Review Appraisal Duties:

Reviews appraisals prepared by other agency staff or fee appraisers performing assigned work.

Conducts field inspections of all appraisal properties and all comparable sales used by these appraisers.

Determines if the appraiser used the proper appraisal techniques and practices.

Determines if all damage items are addressed.

Determines if market data in the appraisal supports and documents the appraiser's conclusions.

Determines just compensation for offers to acquire property needed by the agency or projects.

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

Implements facets of the established training program for other appraisers; trains these appraisers.

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

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

Operates a vehicle under varying weather and roadway conditions to inspect real property, to monitor appraisal work, and to attend appraisal resolution discussions.

Conducts personal property inventory and moving expense estimates for a full range of situations.

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: real estate business practices, standards, and alternatives; general court proceedings; 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, tenants, legal representatives, and others in stressful situations.

Ability to: read and interpret narrative, visual, and numerical information including legal descriptions and condemnation actions, maps, and highway design plans; mentor other appraisers or serve as a lead worker; communicate with co-workers, land owners and tenants, lawyers and courtroom staff, 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, and alternative settlement options.

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

Bachelor's Degree 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 Certified General Real Property Appraiser designation - requiring an additional 300 hours of appraisal classes and 3,000 hours of supervised real estate appraisal experience over a minimum of three (3) years that shall include at least 1,500 hours of non-residential appraisal work. (See first Special Note below.)

Possession of a valid driver's license is required.

**SPECIAL NOTES:**

State Appraisal Board has enacted minimum national requirements for obtaining appraisal credentials, effective January 1, 2015. The Certified General Appraisal Credential now requires having a Bachelor's degree; though a waiver may be granted for individuals appropriately credentialed before this date. Moreover, the Nebraska Department of Roads will consider Certified Residential applicants for employment, provided they have completed the required appraisal courses and required appraisal experience for a Certified General designation and can demonstrate they have handled complex appraisal assignments. Finally, completion of twenty-eight (28) hours of continuing education every two years is required.

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).