

**DESCRIPTION:** Under limited supervision, supervises, oversees, and guides the work of other appraisal staff and fee appraisal consultants to ensure suitable practices are used and conformance to agency policies and governmental mandates. Evaluates the work of assigned staff and prepares comments on employee performance and other staff development plans. Directs specific administrative operations or specialized projects, as needed; 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 fourth of five levels in the Appraiser classification series. This level is distinguished from the lower levels because it serves as a review/supervisory level of the lower three levels. Incumbents will provide supervision of professional level positions engaged in performance of real estate research, evaluations, and other appraisal services. Incumbents will provide review of appraisal assignments for both staff and fee appraisers. Incumbents of this position must be certified appraisers in order to perform assigned appraisal review work. Appraisal reviews conducted may be complex and have significant financial or economic impact.

This level distinguishes itself from the Appraiser Chief (highest level in series) because the Appraiser Chief takes direction from the administrator and gives oversight to all the other levels in the series. The Appraiser Review Supervisor takes direction from the Appraiser Chief.

Incumbents at this level have the training and experience required to be a fully performance eminent domain review 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 setting just compensation for 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.)

Assigns and supervises work activities and monitors schedules of assigned staff to ensure attainment of work goals and priorities and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and confers with assigned staff to develop their performance capacities and to ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and staff performance and to recommend personnel actions and to record/document assessments made.

Reviews all types of appraisals needed to complete the review function before bidding for project contracts or presenting proposals; including field inspections, evaluating highest/best use determination of property by Appraisers; determination of proper consideration of all benefits and damages; examines market data in appraisals supports/documents appraisal conclusions and findings.

Prepares complex independent appraisals, applying all procedures and conducting research studies.

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Prepares preliminary estimates to determine an estimate of right-of-way costs given the complexity of the projects and impact on land and other property.

Assists in development of formal training program for agency appraisal staff and others outside the agency; advises other Right of Way staff and other agency employees on right of way policies and procedures.

Assists agency/State lawyers in preparing documentation and analyses for condemnation proceedings. Testifies as an expert witness in condemnation hearings in County or District Courts.

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

Knowledge of: Uniform Standards of Appraisal Practice (USPAP), the Uniform Act, and Title 49 of the Code of Federal Regulations; methods and techniques used in property appraisal, acquisition and management; legal instruments used for the transfer, sales and lease of property; relocation assistance laws, policies and procedures; property acquisition laws, regulations and procedures; real estate practices and policies; basic appraisal, negotiation, relocation and property management techniques; supervision or management techniques, principles, or practices.

Ability to: plan, organize, and direct or make decisions involving the work of assigned staff; delegate authority and review completed work; exercise tact and judgment in dealing with property owners. Read and interpret narrative, visual, and numerical information including legal descriptions and condemnation actions, maps, and highway design plans; communicate with 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.

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; supervising and leading the work of individuals in a team effort.

**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. Five years of experience in eminent domain appraisal activity AND possession of a valid credential as a Certified General or Certified Residential Real Property Appraiser

**LEGAL REQUIREMENTS:**

**Positions in this classification must meet the credential requirements found in the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.** The Certified General and Certified Residential Appraisal Credentials requires a Bachelor's degree; though a waiver may be granted for individuals appropriately credentialed before January 1, 2015.

**SPECIAL NOTES:**

Must complete continuing education as specified in the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code required to maintain his or her credential.

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Must possess valid driver's license or independent authorized transportation.

Overnight travel across the State may be required 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).