

CLASS TITLE: REAL ESTATE APPRAISER I

Class Code: 02701500
Pay Grade: 27A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex duties involving the appraisal of real property for state highway construction and reconstruction purposes; to perform responsible duties involving the highway construction and reconstruction purposes; to make appraisals consequential or appurtenance damages to the remaining property not to be taken for state use; to assist in the development of surplus property appraisals; to appraise outdoor advertising devices; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received; work is reviewed upon completion for conformance with overall policies, laws, rules, regulations and procedures.

SUPERVISION EXERCISED: May supervise the work of technical and clerical subordinates assigned to assist as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex duties involving the acquisition of real property for state highway construction and reconstruction purposes; to prepare appraisals.

To perform responsible duties involving the appraisal of real property for state highway construction and reconstruction purposes.

To make appraisals for consequential or appurtenance damages to real property not to be taken for state use.

To appraise easement, reversions, lease hold interests and strip takings.

To examine each assigned parcel of real estate noting its condition, measurements, appointments, age, peculiarities, etc., for both land and buildings thereon.

To examine all comparable real estate in the immediate vicinity to compile a "comparable portfolio."

To visit town and city land record offices to perform title examining duties to the extent of determining ownership, abutting landowners, mortgages, zoning regulations, etc.

To prepare appraisal reports for each parcel incorporating all the data that was used in arriving at the fair market value.

As required, to testify in court in real estate condemnation cases.

To develop technical appraisals of properties and improvements that are to be acquired for state use including the establishment of market value to be offered owners whose property is to be acquired.

To review the work of others to ensure it conforms to state law, federal regulations, rules, policies and procedures.

To assist in pre-trial preparation of land damage cases.

To attend public hearings or workshops as required.

To assist and participate in on-the-job training and education programs relative to real estate activities.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the eminent domain and real estate laws; a thorough knowledge of the principles, practices and techniques applied in the determination of fair market value or real property and the ability apply such knowledge; the ability to compile real property data and apply appraisal criteria to this data; a familiarity with common legal

records, practices and terminology used in real estate work and the ability to perform routine title examining duties; the ability to prepare comprehensive real estate appraisal reports; the ability to testify in court proceedings; a thorough knowledge of the principles, practices and techniques applied in the appraisal; write clear, concise and informative reports; establish and maintain effective working relationships with associates, property owners, public officials and others contacted in this work; the ability to utilize computers and other technology to perform these duties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, business administration, real estate, economics or a closely related field; and receipt of a certificate in real estate or the possession of a Rhode Island Broker's License; and

Experience: Such as may have been gained through: considerable employment in a responsible full time position with a public or private agency involving the acquisition and/or management of real estate, title searching, appraisal, property management, acquisition, disposition of real estate and/or relocation assistance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must possess a certificate as a Certified Residential Real Estate Appraiser issued by the Rhode Island Department of Business Regulation and/or State Board of Registration for Real Estate Appraisal and must maintain such certification as a condition of employment.

Class Created: February 23, 1992

Editorial Review: 3-15-2003