

CLASS TITLE: REAL ESTATE APPRAISER III

Class Code: 02701700
Pay Grade: 32A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and coordinate the work of one of the technical units within the Division; to perform complex appraisal or reviews involving the acquisition of real property for state highway construction and reconstruction purposes; to review appraisals; to perform responsible duties involving the highway construction and reconstruction purposes; to make appraisals for consequential or appurtenance damages to the remaining property not to be taken for state use; to assist in the development of surplus property appraisals; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to prescribed policy and procedure.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the operations and work of a staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and coordinate the work of one of the technical units within the Division.

To review in process and upon completion, the work of a staff and provide the necessary guidance, correction, and expertise as required.

To be responsible for the orderly operation of a unit and coordinate its functions with the work of other units.

To attend staff meetings and present verbal and written reports concerning the activities and progress of the unit.

To establish and maintain effective public and working relations with the general public and others involved in the normal operation of the unit's activities.

To perform the most difficult and complex assignments, when required.

To attend public hearings, court sessions, civic forums, and make presentations regarding functions and operations.

As required, to perform complex duties involving the acquisition of real property for state highway construction and reconstruction purposes; to review appraisals.

As required, to perform responsible duties involving the appraisal of real property for acquisition of such real property for state highway construction and reconstruction purposes.

As required, to make appraisals for consequential or appurtenance damages to real property not to be taken for state use; to appraise easements, 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", and, to prepare appraisals reports for each parcel incorporating all the data that was used in arriving at the fair market value.

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 supervise and review, as required, the appraisal work performed by staff and fee personnel and confer with and advise them on difficult claims.

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 of real property and the ability to 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 and review appraisals of real property and improvements by staff and/or fee appraisers; write clear, concise and informative reports; supervise, establish, and maintain effective working relationships with associates, property owners, public officials and others contacted in this work; apply the proper principles, practices and techniques in the performance of their duties; to be familiar with and utilize computers and other technology in conjunction with technical 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 General 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