

CLASSIFICATION: RIGHT-OF-WAY APPRAISER II

Class Code: 7762-22

Date Established: 04-30-58

Occupational Code: 7-5-7

Date of Last Revision: 07-23-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To estimate fair market values and damages pertaining to the acquisition of real estate for highway construction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Contacts property owners to estimate property values, including the original cost of property, value of improvements, depreciation rates, and damages or benefits as a result of highway construction.
- Estimates property values both prior to, and subsequent to, acquisition to estimate land damages.
- Interprets and correlates right-of-way purchase plans, hearing transcripts, and title abstracts in order to identify potential appraisal problems.
- Collects necessary data on sale transactions to be applied to direct sales, income or cost approaches for final value estimates of the subject properties.
- Prepares appraisals and technical reports to present value conclusions after analysis of all relevant data.
- Testifies before hearings or court as expert witness to defend appraised property values, as well as methods and techniques used.
- Estimates the market value of surplus real property to be sold.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years of experience in the field of real estate appraisal, two years of which shall have been at or equivalent to the Right-of-Way Appraiser I level. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

Education: Associate's degree from a recognized college, university or technical school. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six years' experience in the field of real estate appraisal, two years of which shall have been at or equivalent to the Right-of-Way Appraiser I level. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

Successful completion of 15 hours of Uniform Standards of Professional Appraisal Practice, 30 hours of Basic Appraisal Principles and 30 hours of Basic Appraisal Procedures. Courses must be approved by the New Hampshire Real Estate Appraisal Board.

RECOMMENDED WORK TRAITS: Knowledge of current rural and urban real property values, valuation work, and appraisal practices. Knowledge of mathematics to include algebra and business math. Knowledge of land survey methods. Knowledge of how to read and interpret a project plan that is developed by Highway Designers. Knowledge of laws and methods pertaining to the appraisal of all types of real property. Knowledge of various types of construction and familiarity with detail prints. Ability to present ideas clearly and to prepare detailed reports and records. Ability to meet the public and to establish effective relationships with property owners. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.