

Class Concept:

This is supervisory and administrative work in appraising property in the acquisition of highway right of way. Position is responsible for planning, coordinating and directing the appraisal program throughout the state. Duties include training of right of way appraisers and the training and employment of fee appraisers. Work involves considerable public contact with landowners, state and local officials and other highway officials. Work is guided by federal and state laws, policies and procedures and is performed independently under the administrative supervision of the assistant department head who reviews work through periodic conferences and reports for conformance to established standards and highway project schedules.

Position may review right of way appraisal reports by staff or fee appraisers and makes recommendations as to their acceptance. Supervises the assignment of right of way appraisal projects to the staff appraisers or to fee appraisers. Visits field personnel to discuss problems; reviews progress of appraisal program. Advises and assists subordinate personnel in the more difficult appraisal problems; explains more complicated appraisal to negotiators. Meets with local government and highway officials to explain the state highway appraisal program. Develops new procedures and methods for conducting and reporting appraisal work. Advises with Attorney General's office as to appraisal data to be used in the prosecution of condemned cases. Performs related duties as required.

Recruitment Standard:

Knowledge, Skills, and Abilities:

- Thorough knowledge of the various methods of real estate appraisals.
- Thorough knowledge of departmental policies and procedures.
- Thorough knowledge of public land record systems in various counties.
- Considerable knowledge of drafting techniques.
- Ability to read and understand plans, deeds and other instruments of real estate conveyance.
- Ability to make accurate estimates of project costs.
- Ability to supervise, train and coordinate the work of others.
- Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Education and Experience:

Bachelor's degree from an appropriately accredited institution with a degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) and ten years of experience in right of way or real estate appraisal work, including four years in a supervisory capacity; or an equivalent combination of education and experience.

Necessary Special Qualifications

Certification as a N. C. State General or General/Residential Real Estate Appraiser.