

Missouri Department of Transportation

Code: R04890

Title: Certified Appraiser

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 03-01-2016

**Replaces
(Effective Date)** 06-01-2006

General Summary The certified appraiser performs advanced right of way activities in the areas of property appraisal; may perform negotiation, relocation, mediation, condemnation, and realty asset management activities. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Real Estate, Finance, Economics, Business Administration, Public Administration, or related field.
Residential or General State Appraisal Certification.
Two years of experience in real estate.

**Supervisory
Responsibilities** None

Location District Offices - Right of Way

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.
Work may be performed outside of normal working hours.

Examples of Work

- (1) Prepares appraisal reports for acquisitions and for the sale/lease of excess land.
- (2) Searches for comparable sales data; views comparable property and verifies selling price and all relevant aspects of sales with buyers, sellers, or realtors.
- (3) Conducts preliminary review of prospective projects to estimate acquisition costs.
- (4) Serves as a project core team member to provide right of way insight related to projects.
- (5) May review appraisals prepared by others, including fee appraisers; explains appraisals to staff handling negotiations.
- (6) May assist with condemnation proceedings.
- (7) May monitor property right acquisition activities of other agencies to assure compliance with federal requirements.
- (8) Performs negotiations or relocation assistance activities when assigned.

(9) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.