

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

CLASSIFICATION SERIES:

Appraiser

SERIES NO.:

8451

MAJOR AGENCIES:

Natural Resources, Taxation, Administrative Services

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the appraiser occupation is to perform appraisals of various types of property in order to estimate fair market value for state real estate acquisitions, taxation purposes, natural areas & mine reclamation projects.

At the lowest level, incumbents receive training to gain expertise & assist higher-level appraisers with property appraisal activities.

At the higher levels, incumbents independently perform property appraisals of increasing complexity or review appraisal activities of lower-level staff to assure work complies with regulations & standard practices & procedures.

Note: Class series shall not be used to allocate positions in the Ohio Department of Transportation. See Realty Specialist, 8452 series.

CLASS TITLE

Appraiser 1

CLASS NUMBER

84511

PAY RANGE

27

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of real estate evaluation & appraisal & agency, state & federal regulations, policies & procedures pertaining to real estate appraisal in order to assist higher-level appraisers & receive training to gain expertise in real estate appraisal practices & procedures for assigned area (e.g., acquisitions, taxation purposes, natural areas & mine reclamation projects).

CLASS TITLE

Appraiser 2

CLASS NUMBER

84512

PAY RANGE

29

EFFECTIVE

05/14/1995

CLASS CONCEPT:

The developmental level works under general supervision & requires working knowledge of real estate evaluation & appraisal & agency, state & federal regulations, policies & procedures pertaining to real estate appraisal in order to independently perform routine appraisals (e.g., lesser complexity than appraisals performed by higher level appraisers; non-peculiar properties such as residential, farmland, commercial & small industrial where less difficult judgment is involved in determination because appraisal based upon less complicated, more solid data than appraisals of riverfront, lakefront property or more varied appraisal types; less complex appraisal duties because of property location, such as northwest Ohio counties where land is more level & contains more crop acres, as opposed to southeast Ohio counties where land is more rolling, contains less crop acres & fewer sales exist, making sales interpretation more difficult) & assist higher-level appraisers in more difficult appraisal work to gain expertise (e.g., make mathematical computations; calculate building quantities; prepare sketches of real estate).

CLASS TITLE

Appraiser 3

CLASS NUMBER

84513

PAY RANGE

30

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of real estate appraisal principles & techniques, public relations & agency, state & federal regulations, policies & procedures pertaining to real estate appraisal in order to perform more complex appraisals (e.g., commercial or industrial properties, machinery & equipment, timberland, railroad properties, salvage appraisals, strip mine appraisals, agricultural properties, lakefront or riverfront appraisals, or other varied appraisals where less market value data is available for decision-making & more independent judgment is involved).

CLASS TITLE

Appraisal Specialist

CLASS NUMBER

84514

PAY RANGE

31

EFFECTIVE

05/14/1995

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of agency, state & federal regulations, policies & procedures governing appraisal process & activities & real estate evaluation & appraisal principles & techniques in order to review & coordinate all appraisal activities of assigned region, resolve problems & assure that region's appraisal activities are performed in compliance with prescribed state & federal regulations & procedures & agency's production schedules.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Appraiser 1	84511	14	01/09/2005	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training (e.g., attends seminars or classes in real estate appraisal, studies & reviews textbooks, case studies &/or other materials), assists higher-level appraisers (e.g., interviews property owners, inspects property or views premises &/or prepares area & neighborhood analyses; collects data in field to assist higher-level appraiser to estimate real estate value or market value for estate tax purposes, right-of-way acquisitions, natural areas & reclamation projects; performs appraisal computations), conducts market research in order to gain more knowledge of appraisal process (e.g., researches courthouse records regarding comparable sales; analyzes county auditor records; interviews real estate brokers or lenders; assists in examining books & annual reports for supporting data regarding real estate or other areas).

Completes appraisal forms & reports; provides general information to general public & government personnel concerning appraisal process; assists in preparation of various surveys & studies (e.g., estimated real estate cost estimates, research studies such as determining economic feasibility of future highway rights-of-way; studies to ensure conformance where deficiencies are noted & to develop improved work methods; studies regarding effects of highway improvements on property values & other economic factors as they pertain to appraisal).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations &/or procedures regarding appraisal activities & process*; interviewing principles & techniques*; public relations; real estate (e.g., real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate evaluation, real estate law)*; arithmetic to include fractions, decimals & percentages. Ability to deal with variety of variables in somewhat unfamiliar context; understand materials somewhat technical in nature (e.g., real estate books, records or documents); gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with property owners.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic to include fractions, decimals & percentages & in reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. in public relations; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

On job training.

UNUSUAL WORKING CONDITIONS:

Travel required; overnight travel may be required.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Appraiser 2	84512	14	05/14/1995	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently performs routine appraisals (e.g., lesser complexity than appraisals performed by higher-level appraisers; non-peculiar properties such as residential, farmland, commercial & small industrial where less difficult judgment is involved in determination because appraisal based upon less complicated, more solid data than appraisals of riverfront, lakefront property or more varied appraisal types; less complex appraisal duties because of property location, such as northwest Ohio counties where land is more level & contains more crop acres, as opposed to southeast Ohio counties where land is more rolling, contains less crop acres & fewer sales exist, making sales interpretation more difficult), interviews property owner, inspects property & area, performs research & prepares analysis, determines best use of property, performs market research & analyzes county & tax agent real estate appraisals to estimate market value for tax purposes, performs research of courthouse records, views comparable properties &/or interviews real estate brokers & assists higher-level appraisers in more difficult appraisal work (e.g., makes mathematical computations; calculates building quantities; prepares sketches of real estate).

Performs other work related tasks (e.g., prepares reports for supervisor regarding project status; assists tax agents in rudimentary analysis of real estate values; assists in preparation of preliminary need studies to determine economic feasibility of future highway rights-of-way; prepares reports on fair market value & utility data related to title for review by supervisor; assists in property inventory classification; provides expert testimony in court) & provides guidance on work related problems & on job training to new employees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal process & activities*; interviewing principles & techniques; public relations; real estate appraisal (e.g., farm appraisal, land-site analysis, real estate markets, real estate investment analysis, real estate valuation, real estate law); arithmetic to include calculation of fractions, decimals & percentages. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; handle sensitive contacts with property owners & government officials; use proper research methods in gathering data; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

16 mos. trg. or 16 mos. exp. in real estate appraisal (e.g., farm appraisal, natural resources interpretation, land-site analysis, real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate valuation, real estate law); 3 mos. trg. or 3 mos. exp. in interviewing; 3 mos. trg. or 3 mos. exp. in public relations; valid driver's license.

-Or 16 mos. exp. as Appraiser 1, 84511.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel required; overnight travel may be required.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Appraiser 3	84513	14	01/09/2005	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently performs more complex appraisals (e.g., commercial or industrial properties including machinery & equipment, timberland, railroad properties, salvage appraisals, strip mine appraisals, agricultural properties, lakefront or riverfront appraisals or other varied appraisals, where less market value data is available for decision making & more independent judgment is involved).

Prepares & reviews various work related reports & documentation (e.g., prepares reports for administrators regarding fair market value estimates of real property; reviews outside appraisal reports as they pertain to tax matters; assists in completion of property inventory classification form; assists in preliminary estimate of total property costs for given project which is used in budgeting of monies & scheduling personnel; oversees preparation & drafts appraisal contracts with fee appraisers & obtains needed data such as titles or plans which must accompany contract) & makes various recommendations in written or oral form (e.g., advises administrator of problem areas or delays which could affect project scheduling; advises concerning project status; makes recommendations for site approval).

Meets with various parties for work related purposes (e.g., attends conferences with local officials, attorneys, appraisers & other estate representatives to discuss appraisal values; interviews prospective fee appraisers who submit applications for contract work & forwards recommendation to Appraisers Qualification Committee; attends seminars in real estate disciplines for career enhancement); performs work related miscellaneous tasks as assigned (e.g., provides expert testimony in court proceedings); provides guidance on work related problems to share expertise with lower-level & new employees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal process & activities; interviewing principles & techniques; public relations; real estate appraisal (e.g., farm appraisal, land-site analysis, real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate valuation, real estate law); arithmetic to include fractions, decimals & percentages. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; deal with variety of variables in somewhat unfamiliar context.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

28 mos. trg. or 28 mos. exp. in real estate appraisal (e.g., farm appraisal, land-site analysis, real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate valuation, real estate law) of which 12 mos. must have been performing complex real estate appraisals (e.g., commercial or industrial properties including machinery & equipment, timberland, railroad properties, salvage appraisals, strip mine appraisals, agricultural properties, lakefront or riverfront appraisals); 6 mos. trg. or 6 mos. exp. in agency's, state & federal regulations & procedures governing appraisal preparation & review process; 6 mos. trg. or 6 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques.

-Or 12 mos. exp. as Appraiser 2, 84512.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel & overnight travel may be required.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Appraisal Specialist	84514	14	05/14/1995	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews all regional appraisal activities to assure that all such work complies with prescribed state & federal regulations & procedures & agency's production schedules, coordinates appraisal activities of region, prepares reports & maintains appraisal records, appraises regional projects manager regarding parcel & project status & problems, assists with formulation & revision of appraisal policies & procedures, makes work assignments to review appraisers, monitors timely completion of region's fair market value determinations & staff & fee appraiser reports to insure compliance with contract due dates, resolves problems, initiates required action to obtain late appraisals, attends pretrial conferences & serves as liaison between attorney general staff & appraisers, determines number, type & complexity of staff & fee appraisal reports required for each property, assists in determining maximum fee schedules & makes recommendations pertaining to solicitation of appraisal reports.

Assists regional manager with various activities (e.g., assigns personnel to project teams; reviews & distributes policy revisions to affected staff); answers inquiries & responds to complaints from public & government officials concerning appraisal process; prepares correspondence regarding appraisal issues; conducts necessary market research; analyzes data (e.g., comparable properties for right-of-way cost estimates, statistical data related to real estate market factors & conditions); represents regional manager at conferences, meetings & public hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal process & activities; interviewing principles & techniques; general management*; public relations; real estate appraisal (e.g., farm appraisal, land-site analysis, real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate valuation, real estate law); arithmetic to include fractions, decimals & percentages. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; deal with variety of variables in somewhat unfamiliar context.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

40 mos. trg. or 40 mos. exp. in real estate appraisal (e.g., farm appraisal, land-site analysis, real estate appraisal, urban land economics & real estate markets, real estate investment analysis, real estate valuation, real estate law) of which 24 mos. must have been performing complex real estate appraisals (e.g., commercial or industrial properties including machinery & equipment, timberland, railroad properties, salvage appraisals, strip mine appraisals, agricultural properties, lakefront or riverfront appraisals); 12 mos. trg. or 12 mos. exp. in agency's, state & federal regulations & procedures governing appraisal preparation & review process; 6 mos. trg. or 6 mos. exp. in public relations; 3 mos. trg. or 3 mos. exp. in interviewing principles & techniques.

-Or 12 mos. exp. as Appraiser 3, 84513.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel & overnight travel may be required.