**CLASSIFICATION SPECIFICATION**
*Developed for Equal Opportunity*

Appraiser 3

CODE: 84513C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from appraisal supervisor or other higher-level supervisor, independently performs more complex appraisals in order to estimate fair market value, prepares & reviews appraisal related reports & documentation, meets with various parties for work related purposes;

- PERFORMS RELATED DUTIES AS REQUIRE

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 64-74 | Independently performs more complex appraisals (e.g., commercial or industrial properties, machinery & equipment, railroad properties, salvage appraisals, strip mine appraisals, lakefront or riverfront appraisals or other varied appraisals, where less market value data is available for decision to be made & more independent judgement is involved). | Knowledge of (1) agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal process & activities, (2) interviewing, (3) public relations, (4) 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); ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) calculate fractions, decimals & percentages, (7) use proper research methods in gathering data, (8) gather, collate & classify information about data, people or things, (9) cooperate with co-workers on group projects. |
| 2 | 20-30 | 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 | Knowledge of 1, 2, 3, 4; ability to 5, 6, 7, 8, 9, (10) prepare meaningful, concise & accurate reports. |

(1182)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require overnight travel.
May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
6 courses or 600 hrs. training 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) (or 6 mos. exp.); 600 hrs. training in public relations (or 6 mos. exp.);

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Appraiser 3

CODE: 84513C

NEW AUG 0 1987

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|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| | | 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 of project status; makes recommendations for site approval). | |
| 3 | 3-9 | 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). | Knowledge of 1, 2, 3, 4; ability to 8, (11) deal with variety of variables in somewhat unfamiliar context. |

(1183)

123:1-7-17

*Developed after employment

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 300 hrs. training in agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process (or 3 mos. exp.); 300 hrs. training in interviewing (or 3 mos. exp.); or equivalent. Plus additional 6 mos. exp. in making routine & complex real estate appraisals. | TRAINING & DEVELOPMENT: |
|---|---|---|