NEW AUG 0 - 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Appraisal Supervisor	CODE: 84515C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from real estate administrator 1 or other administrative superior, directly supervises lower-level appraisers & clerical staff involved in appraisal activities in assigned region, performs required appraisal work, prepares & supervises preparation of related reports & documentation, attends & conducts meetings, performs various public relations tasks, provides technical advice to & confers with specialized staff, higher-level personnel & fee appraisers regarding appraisal activities & coordinates appraisal activities & reviews appraisal activities with review appraiser;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-71	Supervises appraisal service activities in assigned region (e.g., reviews &/or analyzes appraisal functions to ensure compliance with state & federal laws, policies & procedures & compatibility with production schedules; prepares & maintains appraisal phase of project work plans; supervises coordination of office & field appraisal review functions in region; makes appraisal assignments to appropriate personnel or project teams & monitors timely completion of fair market value determinations; initiates action to obtain delinquent appraisals; receives & reviews policy changes from supervisor & disseminates to subordinates; supervises procurement of fee & staff appraisals which includes selecting & contracting of qualified fee appraisers, selects properties for appraisals), has authority to hire, transfer, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., lower-level appraisers & clerical personnel involved in aforementioned appraisal activities); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, performs required appraisal activities (e.g., conducts needed market research & analysis of comparable properties, makes fair market value estimates on real property to be acquired), coordinates appraisal activities & review appraisal activities with review appraiser & provides guidance to specialized staff (e.g., engineer(s) & fee appraisers involved in appraisal activities.	Knowledge of (1) management science (e.g., techniques of management & supervision, human resources management, human resource training & development, production & operations management), (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process, (3) interviewing, (4) public relations, (5) 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 (6) define problems, collect data, establish facts & draw valid conclusions, (7) calculate fractions, decimals & percentages, (8) write instructions & specifications regarding appropriate appraisal procedures, (9) gather, collate & classify information about data, people or things, (10) establish friendly atmosphere as supervisor of work unit. *Developed after employment

UB4

123.1-7-17

UNUSUAL WORKING CONDITIONS: May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses 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, income property valuation, real estate finance) (or 12 mos. exp.); 600 hrs. training in agency, state &/or federal statutes, rules, regulations &/or procedures governing appraisal preparation & review process (or 6 mos. exp.); 600 hrs. training in public relations (or 6

NEW AUG 0 . 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Appraisal Supervisor	CODE: 84515C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	16-26	Prepares & supervises preparation of reports & documentation applicable to appraisal function (e.g., coordinates appraisal section activities with other regional real estate sections by providing data to master records & compiling normal home-site valuations; determines number, type & complexity of staff & fee appraisal reports required for each property; monitors receipt of reports from both staff & fee appraisers to ensure compliance with contract due dates; responds to inquiries & complaints from private citizens & public officials; prepares correspondence to appraisers, representatives counsel, public officials & general public regarding appraisal process; supervises billing & documentation review of appraisal billing packages; supervises preparation of cost distribution blue sheets; prepares reports for special real estate projects).	Knowledge of 1, 2, 4, 5; ability to 6, 7, 8, 9, 10, (11) develop complex reports & position papers, (12) use proper research methods in gathering data.
3	4-10	Attends & conducts meetings & performs various public relations tasks (e.g., represents department in county meetings regarding update & reappraisal work required by statute; attends pretrial conferences & acts as liaison coordinator between assistant attorney general's office & assigned appraisers; represents regional projects manager at public hearings or other meetings & conferences; acts as member of Appraisers Qualification Committee; meets with state agency representatives & private property owners regarding valuation matters).	Knowledge of 2, 4, 5; ability to 6, 9.

(1185) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* mos. exp.); 300 hrs. training in interviewing (or 3 mos. exp.); 3 courses in management science (e.g., techniques of management & supervision, human resources management, human resource training & development, production & operations management) (or 3 mos. exp.); or equivalent. Plus additional 6 mos. exp. in making full range of real estate appraisals (i.e., routine & complex).

NEW AUG 0 - 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Appraiser Supervisor	CODE: 84515C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	3-9	Provides technical advice to & confers with higher-level personnel regarding appraisal activities (e.g., confers with regional projects manager regarding parcel & project status & problems; makes recommendation to appraisal procurement supervisor regarding solicitation of appraisal reports; recommends approval of fair market value estimates on real property within set value range or without any set value range; recommends site location or expansion possibilities to administrators).	Knowledge of 2, 5; ability to 6, 9, 12.

(1186)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT