Appraiser

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
APPRAISER I	2062	B17	$42,976 - $64,469
APPRAISER II	2064	B19	$48,244 - $76,028
APPRAISER III	2065	B21	$54,278 - $87,046
APPRAISER IV	2066	B23	$61,184 - $99,658
APPRAISER V	2067	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs appraisal work involving conducting property value ratio studies, gathering property sales information, and conducting property appraisals.

EXAMPLES OF WORK PERFORMED

Conducts property, land, and building appraisals.

Conducts evaluation surveys of proposed projects and estimates costs of acquisition.

Performs analyses or validations of appraisals, acquisitions, or right-of-way estimates and makes recommendations on values.

Obtains statistical data on costs of land, structures, and structure improvements.

Prepares economic and statistical reports.

Researches property ownership and easements.

Inspects properties and contacts real estate buyers and sellers for information on the properties' market value.

Inspects and recommends lease rates for state land.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the level of independence in performing the work and the complexity of the work and may include the years of related*

experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.

APPRAISER I: Performs routine (journey-level) appraisal work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist other staff in performing job duties of greater complexity.

APPRAISER II: Performs complex (journey-level) appraisal work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous levels and may routinely assist other staff in performing job duties of greater complexity. Employees may:

- Research and analyze real estate acquisitions, leases, or appraisal issues and recommend range-of-value decisions.
- Investigate real estate acquisitions and prepare reports of findings.
- Examine and verify real estate records to determine property ownership, market value, and incomes and expenses in connection with real estate ownership.
- Review appraisal reports for compliance with legal requirements.
- Review real estate market data and conduct research work.
- Analyze and/or resolve appraisal appeals.
- Obtain information on the characteristics, assessed values, and confirmed sales of properties, and construct samples of property types from information obtained and appraisals conducted.

***Note**: A senior-level employee (levels III-V) may serve as a team lead, while supervisory responsibilities will typically be found at levels IV and V, depending on the structure and size of the supervised workgroup. Senior-level employees may perform the full range of work identified in the preceding levels and/or may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of appraisals performed, and the employee's related experience, education, and certifications.*

APPRAISER III: Performs highly complex (senior-level) appraisal work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and interpret new policies and procedures for appraisal processes.
- Develop cost-benefit analyses on value-enhancing activities for specific properties.
- Advise on appraisal methodologies and matters pertaining to land valuations.
- Prepare reports of findings and provide recommendations on locations based on the economical costs of right-of-way acquisitions.
- Measure property performance through financial analyses, including feasibility analyses, consultation assignments, and projected returns on investments.
- Research and analyze sensitive real estate acquisitions and settlements.
- Testify in court proceedings as an expert witness and participate in formal and informal appeals.

APPRAISER IV: Performs advanced (senior-level) appraisal work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may fully perform the most complex appraisal work and may:

- Advise on and/or negotiate resolution of appraisal and acquisition problems.
- Negotiate fees and work requirements with appraisers, technical experts, and expert witnesses.

APPRAISER V (Added 9/1/2023): Performs highly advanced (senior-level) appraisal work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement. Employees at this level may be considered technical experts in the field and may:

- Implement new policies and procedures for appraisal processes.
- Analyze, develop, and implement schedules used to estimate market value.
- Analyze, develop, and apply adjustments to reflect changes in market value over time.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of appraisal principles, techniques, and procedures; real estate values; contract proposal and evaluation procedures; right-of-way policies and procedures; and state and federal laws pertaining to real estate or right-of-way acquisition.

- Skill in using a computer and applicable programs, applications, and systems; in preparing and maintaining documents, records, and reports; and in writing and interpreting legal descriptions of leases, real estate, easements, and similar properties.

- Ability to appraise property values, to negotiate and resolve acquisition or appraisal issues, to perform mathematical and statistical calculations, to analyze and evaluate factors affecting the market value of real estate, to investigate and interpret legal real estate documents, to prepare reports, and to communicate effectively.

Additional for Appraiser IV – V levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification or licensure as a Licensed Residential Appraiser, Certified Residential Appraiser, or Certified General Appraiser by the Texas Appraiser Licensing and Certification Board, or as a Registered Professional Appraiser by the Texas Department of Licensing and Regulation.