

Missouri Department of Transportation Job Description

Job Title: Certified Appraiser

Title Code: R04890

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: District Offices – Right of Way

Effective Date: 07-01-2022

Replaces (Effective Date): 03-01-2016

General Summary

The certified appraiser performs advanced right of way activities in the areas of property appraisal; may perform negotiant, 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.

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.