

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Right of Way Appraisal Reviewer    Position Number: 60026, 60051, 60055, 60087**

**Location: Helena**

**Department: Transportation**

**Division and Bureau: Engineering / Right of Way Bureau**

**Section and Unit: Acquisition / Appraisal**

**Job Overview:** This position serves as an Appraisal Reviewer for the Right of Way Bureau within the Engineering Division and serves as a field authority in conducting property appraisals to arrive at fair market value for property acquisitions. This includes all standard and specialized property appraisal types. This position reviews completed appraisal reports and approves just compensation due to landowners. The position reports to the Appraisal Unit Manager and doesn't supervise any FTE.

**Essential Functions (Major Duties or Responsibilities):**

**Appraisal Review - 60%**

- Drafts and recommends new or modified right of way policies, procedures, standards, and guidelines related to the MDT's right of way appraisal process based upon analysis and assessment of appraisal and negotiation needs and priorities, changing statutory requirements, professional methods and standards, and ROW goals and objectives.
- Reviews and analyzes right of way and highway construction plans to determine impacts, accuracy, and constructability issues as they affect right of way. Identifies errors and consults with staff to develop and coordinate resolutions.
- Evaluates the effectiveness of ongoing right of way appraisal procedures to identify operational efficiencies and resolve problems. Develops solutions to a broad range of complex in-progress problems encountered by department or consultant staff (e.g., property valuations, contentious determinations, etc.).
- Researches and evaluates property title information and ownership data to determine the impacts of various technical and legal issues on the valuation of the subject property.

- Provides guidance to district right of way agents and consultant staff throughout the appraisal process on assigned projects. Coordinates and is responsible for initial appraisal scope of work and provides guidance to staff and consultants assigned to do appraisals for the project.
- Provides guidance in coordinating and/or conducting site inspections of subject properties and comparable sales to determine sales equivalencies and necessary appraisal adjustments; coordinates contracted services to develop value estimates of site improvements to be purchased; and documents technically and legally defensible valuation conclusions for incorporation into final appraisals.
- As an authority for appraisal projects, the incumbent is responsible for the most contentious and/or complex appraisal projects, such as partial take, multiple use, condemnation, and commercial/residential appraisals and subsequent negotiations. Provides project valuation services to MDT legal staff by providing expert valuation analysis or other valuation services as requested.
- Conducts formal right of way appraisal reviews to resolve discrepancies and maintain consistency among appraisal project reports. Recommends right of way appraisal methods and justifications for final compensation adjustments and has authority to approve an appraisal or reject any appraisal found not to be in compliance with MDT/State/Federal regulations.
- Conducts appraisal reviews as necessary to resolve discrepancies and maintain consistency among appraisal project reports. Recommends appraisal methods and justifications for final compensation adjustments to supervisors and/or review appraisers. Coordinates with the supervisor and/or Review Appraiser to identify and resolve discrepancies. Operate in data retrieval, data entry, and data analysis
- Communicate with the department management regarding appraiser quality control
- Support the Appraisal Section in assuring high quality appraisal and review standards are accomplished
- Participate in and/or facilitate resolutions of individual appraisal conflicts

### **Appraisals - 20%**

- Researches and evaluates property title information and ownership data to estimate the impacts of various technical and legal issues on the valuation of the subject property.
- Coordinates and/or conducts site inspections of subject properties and comparable sales to determine sales equivalencies and necessary appraisal adjustments; coordinates contracted services to develop value estimates of site improvements to be purchased; and documents technically and legally defensible valuation conclusions for incorporation into final appraisals.
- Analyzes and evaluates appraisal information to determine appropriate amounts of State compensation for each parcel of property to be acquired. As a field authority for appraisal projects, the incumbent is responsible for the most contentious and/or complex appraisal projects, such as partial take, multiple use, condemnation, and commercial/residential appraisals and subsequent negotiations.

### **Right of Way Operations - 15%**

- Develops and delivers training sessions to agents to fulfill training needs identified by the incumbent, district right of way managers, and/or the right of way bureau (e.g., conflict management, new appraisal methods and standards, etc.).
- Apprises Appraisal Manager of team and individual performance on various projects. The incumbent may also participate in staff recruitment and selection committees to ensure objective and appropriate staff appointments.
- Conducts or oversees pre-appraisal scope of work report and other special studies to research and document information related to right of way costs; structural elimination, inclusion, or preservation during construction; present and future needs based on the highest and best use of properties; and other information that is critical to the effectiveness of district operations as well as individual appraisal projects.
- Develops and monitors contracted service delivery to ensure the efficiency and overall quality of fee appraisal services. Identifies and notifies service providers of errors or deficiencies, refers recurring or severe problems to the Appraisal Manager for resolution, and provides ongoing guidance and technical assistance as requested.
- Coordinates right of way valuation information as required for relocation processes, computes, and recommends value break outs on multipurpose properties and provides market rental or purchase information as requested.

### **Other Duties - 5%**

Performs a variety of other duties as assigned by the supervisor in support of the Department mission and Division objectives.

### **Supervision**

The number of employees supervised is: 0

**Physical and Environmental Demands:** This position functions in a typical office environment with travel to project locations as needed.

### **Knowledge, Skills and Abilities (Behaviors):**

This position requires extensive knowledge of the concepts and theories of real estate appraisal, including the principles of eminent domain, real estate law as it applies to land titles and transfer documents, and appraisal and acquisition of real property for federal aid projects, and other program functions; program planning and administration, budgeting; contract management;

application of state, federal, and USPAP requirements and standards; and a working knowledge of land surveying, highway engineering design, and construction methods and materials, and building construction materials and methods.

This position requires skill in coordinating multiple projects, examining, interpreting, and translating technical/legal information to broad audiences, standard office software applications (e.g., Word, Excel, etc.), analyzing and interpreting statistical information, written and verbal communications, and skill in dealing with highly sensitive issues. Organization, attention to detail and the ability to prioritize work under pressure are skills that will help successful program delivery. This position must pose the characteristics to function effectively and efficiently as a team player. This position requires the ability to solve problems by analyzing unique situations and critically thinking about alternative approaches to developing an independent solution.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and develop of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to accurately apply engineering standards and project requirements to specific circumstances; to evaluate multiple and ambiguous factors to resolve problems; to determine appropriate responses to bridge engineering design problems and deficiencies with minimal assistance or precedent; to communicate effectively orally and in writing; to make engineering presentations to the public; to demonstrate leadership by recognizing and initiating activities to accomplish objectives, motivate associates and peers, and create a positive work climate; to work effectively in a high stress and multi-task environment.

### **Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business Administration, Accounting, Economics, Construction Technology, or a closely related field of study.

This position requires a minimum of one (1) year of real estate appraisal related experience. Hiring preference will be given to applicants based on a combination of education, license/certification, number of years of related experience, and demonstrated experience in eminent domain appraisal, residential and/or commercial real estate appraisal.

Certifications, licensure, or other credentials include Montana Certified General Appraiser License required within four (4) years of the first day of work in this position. This position will be provided the resources and opportunity to obtain a Montana Certified General Appraiser License.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Hiring placement and advancement will be based on experience and certification. Reference MDT Right of Way Review Appraiser career ladder for specific requirements.

**Special Requirements:**

*List any other special required information for this position*

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |
| Union Code                                 | Safety Responsibilities                                    |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Property Appraiser 1, 2, or 3    Job Code Number: B22011, B22012, or B22013**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt    |
| <input checked="" type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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