

Right of Way Property Appraiser

Job Code	Job Title	Pay Grade
4188A5	Right-of-Way Property Appraiser I	27
4193A5	Right-of-Way Property Appraiser Supervisor	31

CONCEPT:

This is technical and specialized work in the acquisition and control of property for right-of-way purposes. Work may involve appraisal of real property to determine its fair value for purchase, sales and may assess taxes.

TASKS:

RofW Property Appraiser I

- Acquires real estate or control of advertising and salvage storage on or adjacent to highway right-of-way.
- Work may include conducting physical review of the property, examining it in comparison to documents which describe the property, talking to owners to explain the process, answer questions, and present written offer for the property.
- After sale, assists with relocation process and with the maintenance and removal of structures on property. Complete records are maintained for every project.
- Explains to property owners or advertisers the entire procedure of acquisition, salvage yard or sign removal; the planned use of land; the applicable rules and regulations, property owners' rights; and the services that will be provided.
- Reviews the plans and other documents related to the property; studies the appraisal data; tours the project to learn the physical layout; if there are problems or errors, brings these to the attention of supervisor prior to meeting with the owner.
- Presents written offer to property owner; secures all documents and signatures needed for the transaction.
- Assists property owners through the relocation assistance program, apprising them of what assistance is available. This includes advertising control and salvage yard businesses as well as homeowners and property owners.
- Maintains detailed records of all meetings with the public and of research conducted, sources cited, and any significant transactions. In condemnation cases, attends condemnation hearings.
- Conducts appraisal of all types of urban and rural real estate by inspecting and photographing property, obtaining sales price of recently sold comparable properties, observing the economic conditions of the area, and analyzing the data to establish the market value of the property. Compiles additional information as needed from public records, real estate brokers, attorneys, and other available sources.
- Verifies the accuracy of engineering plans, legal descriptions, ownership records, taxes, leases, and zoning restrictions by examining legal records and the real estate in question. Notifies the appropriate party if corrections are needed.
- Attempts to establish cooperative relationships with property owners or legal representatives and provides them with information concerning the proposed project and the appraisal procedures. Cooperates with local officials, the public, and co-workers; meets with interested parties to gather and disseminate information concerning the proposed project.
- Provides testimony regarding final appraisal in court as requested.
- Compute final estimation of property values, taking into account such factors as depreciation, replacement costs, value comparisons of similar properties, and income potential. Performs valuation and mapping of property for ad valorem tax purposes.
- Prepares and edits ownership maps.

- Represent agency in valuation cases at the State Board of Tax Appeals, land condemnation hearings, or other hearings.
- Provides technical assistance to ensure compliance by relating state and federal laws, regulations, policies and procedures.
- Inspect properties to evaluate construction, condition, special features, and functional design, and to take property measurements and photos to aid in establishing property value and completing reports.
- Meet with property owners to evaluate impacts of ROW land acquisitions and act as liaison to coordinate ROW engineering plan changes.
- May work with geographic information systems (GIS).
- Obtain county land values, sales and lease information and other data in order to aid in establishment of property values, special studies, and or act as county appraiser when needed.
- Prepare written appraisal reports accompanied by photographs, plats, and exhibits in accordance with federal regulations and agency manuals, just compensation estimate reports, and other reports that estimate and support property values, outline methods by which the estimations were made, and meet appraisal standards.
- Develops and teaches educational courses on property ownership mapping for state and county personnel.
- Contacts sellers and buyers of real estate for information pertinent to the market value of the real estate.
- Serves as project leader.
- Executes negotiations, acquisitions or relocation actions and resolves disputes that may arise.
- Develops and maintains databases.
- Verifies the accuracy of engineering plans, legal descriptions ownership records and coordinates necessary corrections.
- Reviews completed appraisals submitted by appraisal staff and fee appraisers for real estate targeted for building, improving or maintaining highways, state parks, and other preservative areas. Assures that appraisals comply with established regulations and procedures.
- Performs or assists other appraisers with complex appraisal projects.
- Reviews engineering plans and legal descriptions to insure that the appraiser has correctly interpreted the appraised property, determines if the appraised values are reasonable and fair, and verifies that accompanying documentation is appropriate and complete.
- Attempts to establish cooperative relationships with property owners, local officials, the general public, and co-workers; meets with property owners to explain and discuss the project, appraisal procedures, and property owners' recourse. Resolves disputes which may arise between property owners and agents concerning land, signs or salvage storage location laws.
- Trains, oversees, and reviews the work of less experienced appraisers; participates in professional seminars. Trains other staff in agency procedures in interpreting complex legal descriptions, maps, plans and other materials for right-of-way purposes.
- Provides testimony regarding final appraisal in court or condemnation hearings as requested.
- Serves as project leader in the field on large or complex right-of-way projects such as historic significance, business property, multiple owner property, or large territory that involves multiple owners and different categories of property.
- Executes negotiations, acquisition, or relocation actions on complex tracts.
- Reviews documentation submitted for property acquisition in order to ensure federal participation.

RofW Property Appraiser Supervisor

- Directs, reviews, and approves the work of appraisers, fee appraisers, and review appraisers. Regularly checks completed appraisal reports to monitor timeliness and conformance to established procedures and regulations.
- Supervises specialized employees engaged in a highway right-of-way acquisition; assigns projects to subordinates and monitors their progress. Directs negotiations for property, and approves payment of claims and fees.
- Supervises employees engaged in highway right-of-way relocation assistance; coordinates the determination of needs for persons being relocated by highway construction; determines the amount of supplemental payments to relocatees.
- Supervises specialized employees engaged in highway right-of-way property management; manages the renting, auctioning, securing, hazardous waste disposal and demolition of land and buildings and disposal of surplus property.
- Meets with city negotiators and city attorneys to assist them with condemnation proceedings as necessary.

- Develops and maintains a system for retaining, monitoring and evaluating fee specialists contracted to perform appraisal, acquisition and relocation on agency projects. Schedules work; assigns appraisals and appraisal reviews. Establishes appraisal fees and contracts for private fee appraisers.
- Schedules work; assigns appraisals and appraisal reviews. Establishes appraisal fees and contracts for private fee appraisers.
- Inspects engineering plans, makes field inspections, and reviews complex or special appraisal problems to resolve issues.
- Ensures that professional training opportunities and materials are available to appraisal staff.
- Cooperates with other departments on matters of land appraisal and acquisition and to establish guidelines, schedules, and preliminary cost estimates. Corresponds with property owners, local officials, and the general public regarding appraisal problems.
- Reviews policies, procedures, and manuals for compliance with state and federal regulations. Recommends changes when appropriate.
- Provides testimony in court regarding final appraisal as requested.

LEVELS OF WORK

- Class Group consists of two classes.

Right of Way Property Appraiser I: Work involves acquisition of real estate, control of advertising and salvage storage on or adjacent to highway right-of-way. Conducts physical review of the property, examining it in comparison to documents which describe the property. Talks to owners to explain the process, answer questions of property owners, present written offer for the property. After sale, assists with relocation of property owners determining the market value of real estate targeted for proposed highway projects. Work includes providing information to affected property owners, inspecting the property, compiling relevant information, examining legal records, and preparing a written appraisal report.

Minimum Requirements: One year of experience in any of the following: researching real property title, real estate sales or auctioneering, real estate acquisition, real estate property management, real estate appraisal or valuation, real estate finance and/or transaction closing, compliance monitoring, inspection and/or investigation. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions may require the completion of one or more appraisal courses or classes acceptable to the Kansas Department of Transportation within one year of hire.

Right-of-Way Property Appraiser Supervisor: This is advanced specialized or supervisory work in the process of acquiring, managing, or the appraisal of land for highway right-of-way. Work involves managing an activity of the state's right-of-way program. Work includes responsibility for coordinating program activities and for providing professional expertise and direction for the Right of Way program; and maintaining, monitoring, and evaluating program activities for effectiveness and compliance with policies, procedures and legal mandates.

Minimum Requirements: Three years of experience in any of the following: researching real property title, real estate sales or auctioneering, real estate acquisition, real estate property management, real estate / property appraisal or valuation, and mapping of property, real estate finance and/or transaction closing, compliance monitoring, inspection and/or investigation. Education may be submitted for experience as determined relevant by the agency.

Necessary Special Requirements: Some positions may require the completion of one or more appraisal courses or classes acceptable to the Kansas Department of Transportation within one year of hire.

REF: 12/13

REV: 7/14

REV: 6/24