



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 842.3

Job Title: **SENIOR RIGHT-OF-WAY APPRAISER**

Pay Grade: 19

GENERAL SUMMARY:

Schedules staff appraisals and sets current market value for real property in which the city has an interest, including acquisition, disposal, ownership, leasehold, exchange or any other interest.

RESPONSIBILITIES:

- Schedules and reviews the work of subordinate staff appraisers.
- Conducts real estate appraisal projects, feasibility studies and other related specialized investigations for City acquisition, disposal or lease purposes.
- Recommends lease values for properties owned and/or considered for use by the city.
- Conducts appraisals of easements, undeveloped streets, alleys, and abandoned sewage and solid waste sites. Appraises condemned and abandoned houses/structures.
- Reviews outside fee appraisers' fair market value estimates. Recommends market value to be used in city acquisition of the property.
- Aids staff appraisers with complex assignments.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in Real Estate, Business Administration, or related field is required.

EXPERIENCE:

Two years of experience in real estate appraisal and/or land acquisition are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Real Estate Analyst
Real Estate Analyst
Senior Real Estate Analyst
Assistant Real Estate Manager
Real Estate Manager

Right-of-Way Appraiser
Senior Right-of-Way Appraiser

Effective: October 1990

Revised: January 26, 2008