

Job Title: REALTY SPECIALIST II - APPRAISER - IPR#44981

Agency: Department of Transportation

Closing Date/Time: 04/19/2021

Salary: \$4,190 - \$7,315 Monthly

Job Type: Salaried Full Time

County: Peoria

Number of Vacancies: 1

Plan/BU: NR916

DO NOT APPLY ONLINE

****DO NOT CLICK THE APPLY BUTTON****

HOW TO APPLY:

Technical Applications PM1080 (rev 10/16/20) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by the closing date listed above. Please visit <https://idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the Technical Application PM1080.

Please indicate IPR#44981 on the Technical Application PM1080.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Appraiser.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

Employees enjoy excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; tuition reimbursement; flexible schedules; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for preparing non-complex to moderately complex appraisals and documentation, monitoring local public agency acquisitions, preparing cost estimates on upcoming projects to be used for programming purposes, and assisting with property management functions.

This position reports to the Appraisal Unit Supervisor. This position has no subordinates.

This position operates in a technical environment with a high degree of public contact. Effective appraisals minimize the cost of acquisition, reduce condemnation expenses, and result in property owners receiving just compensation for their property. The preparation of appraisal documents required by the Land Acquisition Policy and Procedural Manual are the responsibility of this position.

This position meets with the public, land owners, their attorneys, and public officials concerning future projects. Field checks are needed to ensure accurate appraisals and effective cost estimates.

Typical problems faced by the incumbent are technical and communicative in nature. For example, the incumbent must maintain contacts in the real estate profession to gain market data and must be able to communicate with property owners, lawyers, and public officials in both written and oral form. The greatest challenge to this position is to ensure that the appraiser has estimated fair market value for all parcels appraised and that applicable state and federal laws and policies have been followed.

This position prepares and documents non-complex to moderately complex appraisals and damage estimates. The incumbent must also understand valuation of designated property rights to be acquired including both fee and partial land interests. The incumbent will perform waiver valuations under the direction of the Appraisal Manager or the Land Acquisition Engineer. The incumbent may assist with property management functions, such as determining possible excess land, responding to inquiries for excess land, preparing appraisals to dispose of excess property, along with the necessary documentation. The incumbent monitors the acquisition activities of the local public agencies within the district, including plats, appraisals, and negotiations. Technical expertise is provided to the other staff appraiser in the preparation of land economic studies. This position reviews appraisals. This position provides comments on proposed roadway alignments which may decrease right-of-way (ROW) costs and minimize hardship on the property owners. This position may also testify in court as an expert witness in condemnation cases as well as assisting the Special Assistant Attorney General on appraisal problems and strategy for court activity.

(Job Responsibilities continued)

The incumbent operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Bureau of Design and Environment Manual, and federal and state regulations including the Illinois Compiled Statutes. Problems, such as local public agencies' failure to follow the correct policies and procedures in land acquisitions and changing ROW lines to decrease damages, are referred to the Appraisal Manager along with a recommended solution.

Contacts within the department are with the Studies and Plans and Programming Sections in the district Bureau of Program Development, the Traffic and Maintenance Sections in the Bureau of Operations, the Construction Section of the Bureau of Project Implementation; the district's Local Roads & Streets, and the central Bureau of Land Acquisition. Contacts outside the department are with property owners, operators and tenants, local public officials, the Special Assistant Attorney General, consulting staff, and the public. This position requires districtwide travel.

The effectiveness of this position is measured by the timely establishment of fair market values for property to be acquired and by the maintenance of harmonious relations with all contacts.

Principal Accountabilities

1. Prepares, compiles, and maintains appraisal data. Determines damage to private property resulting from construction activities:
2. Prepares appraisal of land for acquisition or sale (excess ROW).
3. Prepares ROW cost estimates.
4. Testifies in quick-take hearings and jury trials.
5. Maintains good public relations with property owners, Special Assistant Attorney General, local officials, consulting staff, and the public.
6. Maintains and follows district record retention policy.
7. Pursues education and experience necessary to become licensed as a Certified Residential Appraiser in the state of Illinois.
8. Performs all duties in accordance with the departmental safety manual, and in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:

- Completion of two years of college majoring in engineering or construction management PLUS one year of professional experience in real estate; surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof
OR

- Two years of professional experience in real estate, surveying, title work, land acquisition, appraisal, negotiation, property management or relocation assistance or a combination thereof.
 - Valid driver's license
 - Districtwide travel
- Position Desirables
- Working knowledge of rear estate appraisals, negotiations and condemnation process, property management and relocation principle_s
 - Working knowledge of state and federal laws concerning land acquisition and related activities
 - Working knowledge of departmental land acquisition policies and procedures relative to appraisals, negotiations, property management, relocation and special programs
 - Appraiser Trainee License in the state of Illinois OR Appraisal License
 - Strong oral and written communication skills

Work Hours: 8:00 AM to 4:30 PM Monday - Friday

Work Location: Peoria - 401 Main St

Office: Office of Highways Project Implementation/Region 3/District 4/Program Development

Agency Contact: DOT.CO.BPM.EmploymentApplications@Illinois.gov

Job Function: Transportation

Collective Bargaining Agreement language applies to this requisition

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Please visit the IDOT website at <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to obtain the required bid forms and application forms.