



pennsylvania

COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Residential Real Estate Appraiser

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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**SALARY:** \$41,956.00 - \$63,785.00 Annually

**JOB TYPE:** Civil Service Permanent Full-Time

**DEPARTMENT:** Department of Transportation

**LOCATION:** Allegheny County

**OPENING DATE:** 10/19/17

**CLOSING DATE:** 11/02/17 11:59 PM

**JOB CODE:** 17161

**POSITION NUMBER:** 43164

**UNION:** AFSCME

**BARGAINING UNIT:** B1

**PAY GROUP:** ST06

**BUREAU/DIVISION:** PennDOT Maintenance District 11-0 (1100), District Office

**WORKSITE ADDRESS:** 45 Thoms Run Road

**CITY:** Bridgeville

**ZIP CODE:** 15017

**CONTACT NAME:** Cindy Lippwe

**CONTACT PHONE:** 412-429-4993

**CONTACT EMAIL:** clippwe@pa.gov

### THE POSITION:

Distribution: Commonwealth-wide.

Work hours are 8 a.m. to 4:30 p.m. (or based on operational considerations.)

As a Real Estate Appraiser assigned to the Appraisal Section of the District Right-of-Way Unit, the incumbent performs a variety of duties relating to the acquisition of property for the District.

This position is not subject to promotion provisions of a collective bargaining agreement or memorandum of understanding.

### DESCRIPTION OF WORK:

Support Department Strategic Agenda by working to accomplish District Business plan goals and objectives in the appraiser's daily activity. Follow up on District Business Plan action items for which the appraiser is responsible.

The candidate performs technical work involving the appraisal and acquisition of real estate for public use.

The candidate appraises all property types allowed under his certification and as required must be able to review proposed highway right of way plans and construction plans along with appropriate deed information to determine the effect of required right of way lines, changes in grade and severance or depreciation on partial acquisitions of properties. The candidate must also be able to research court house records to determine type(s) of ownership, easements and other covenants of record as well as read and understand deed descriptions. Views affected property with owner(s) and interviews owner(s) to obtain additional information necessary to ensure that the appraisal will reflect all information pertaining to the property. Determines the appropriate methods necessary to derive the values on affected properties. Inventories properties noting all improvements, plus those completed by the owner (s) since the original purchase of the property.

As requested by the District Chief Appraiser, the candidate obtains additional information to document or substantiate completed appraisal reports, supplemental housing evaluations and retention valuations and as required, reviews and updates previously completed appraisals to the date of the Declaration of Taking prior to the Board of View Hearing or Court Trial. Attends and testifies at Board of View Hearings or Court Trials regarding the appraisal and estimate of damages.

Furnishes claim settlement agents (negotiators) with necessary information regarding the property and damages in resolving problems concerning final appraisals or supplemental payments, and performs other related duties, including, but not limited to assisting the District Chief Appraiser in the preparation of damage estimates, appraisal contracting and appraisal problem analyzes, along with the entering of information into the RIGHT OF WAY OFFICE computer programs.

The candidate must be able to communicate effectively, both in written and oral form, and will require average computer literacy. The position requires meeting with property owners and discussing/explaining Department appraisal and acquisition procedures, at times, under stressful circumstances.

The candidate is required to operate a motor vehicle, in all types of weather, using foot/hand controls, and seat belts, since there is considerable travel outside the office, including evening meetings. When meeting with property owners or viewing the property, the incumbents must be able to ascend and descend steps and ladders, and walk on uneven terrain, including hills.

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. operate a motor vehicle
2. communicate, both orally and in writing
3. observe and react to hazard warning
4. occasionally lift & carry up to 50 lbs.
5. bend, stretch, kneel, sit and stand
6. wear personal protective gear
7. utilize office devices and computers

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

### **Recruitment Methods:**

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. **MINIMUM EXPERIENCE AND TRAINING:** Possession of a valid Pennsylvania Certified Residential Real Estate Appraiser certification.
2. Be a resident of Pennsylvania.

3. Be eligible for selection in accordance with Civil Service rules.

CONDITION OF EMPLOYMENT: Certain positions require possession of a valid Pennsylvania non-commercial Class C Driver's License or equivalent.

### **Eligibility - Competitive Promotion Without Examination Only**

#### **CLASS RESTRICTIONS**

1. Have held regular civil service status in one of the following classifications:

*We will also consider applications from current Commonwealth employees in regular civil service status in pay scale group 5 for which there is a logical occupational, functional or career developmental relationship to this position. All applicants must meet the minimum experience and training requirements.*

#### **Selection Criteria**

1. Minimum experience and training required for the job.
2. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.
3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 11/02/2017.

#### **Application Instructions:**

##### **How to apply - all candidates:**

The following materials must be submitted online by the closing date stated on this posting:

- Online Application
- Resume (recommended)
- Most recent Regular or Probationary Employee Performance Review (required for candidates applying under the Promotion Without Examination category)
- Letter of Interest (optional)
- Voluntary Demotion Letter (if appropriate)

**Qualifications will be evaluated based on the information you provide.**

**Failure to comply with the above application requirements will eliminate you from consideration for this position.** Please use the contact information provided for additional information.

**Only the most recent application submitted will be considered.**

Additional information may be obtained by calling: (412) 429-4993.

This section is issued for compliance with [Management Directive 580.19, Promotion in the Classified Service without Examination](#)

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #07362  
RESIDENTIAL REAL ESTATE APPRAISER  
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OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

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