

PROPERTY APPRAISER 1

GENERAL

This is the first level of technical work in the specialized field of property evaluation and negotiation for purchase. Employees in this class undergo a period of training in the principles of appraisal and the successful negotiation of real estate. This involves instructions and field experience in the basic appraisal principles and also of the factors which are involved in the estimation of compensation which is warranted in the acquisition of both complete and partial parcels of land. Employees in this class will be expected to study and obtain an understanding of the fundamental principles in applicable statutes and regulations. It will be expected that employees in this class will assemble data on real property sales as well as information on properties being appraised in both urban and rural areas. Work is performed under close supervision.

TYPICAL DUTIES

Makes inspections of agricultural and non-agricultural properties and compiles data as to factors which have to do with value of the land itself as well as noting details of improvements thereon.

Makes frequent visits to Land Titles Offices to secure information as to land ownership, nature of encumbrances, etc.

Makes frequent visits to Municipal Offices and District Offices of Assessment Branch to secure information as to ownership, land assessment, etc.

Prepares information secured in a form useful to senior Property Appraisers.

Attends meetings between senior Property Appraisers and land owners to observe the techniques of negotiation.

Attends hearings of the Land Value Appraisal Commission to observe the procedure and requirements of a Property Appraiser as to presentation of material.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to make accurate mathematical calculations.

Ability to establish and maintain satisfactory working relationships with the public, officials and employees.

Ability to prepare clear and accurate reports and schedules.

Education, Training and Experience

Senior matriculation and some knowledge of real estate practice as well as some familiarity with the system of land ownership in this province is preferred.

Physical Standards

Physically capable of performing the duties assigned.

PROPERTY APPRAISER 2

GENERAL

This is the first working level of technical appraisal work in the evaluation and negotiation for the acquisition of property. Under the direction of a senior Property Appraiser, an employee evaluates the worth of a piece of desired property and negotiates a contract for the acquisition of the property. All agreements are subject to review and approval by the Land Value Appraisal Commission.

This level differs from the Property Appraiser 1 level in that it is the first working level of the Property Appraiser series.

TYPICAL DUTIES

Makes personal contact with owners of required property and negotiates a contract for the acquisition of that property.

May complete appraisals of Crown Land for sale purposes and also for the establishment of rentals based on value of these lands.

Secures pertinent data as required to determine market value of affected properties and the preparation of reports to substantiate compensation paid.

Carries out investigations regarding property values and assessments.

Conducts correspondence with absentee owners to obtain necessary agreements.

Searches Land Titles Office records to determine ownership of property; plots and drafts properties in metes and bounds for purposes of establishing ownership.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of the principles and practices involved in appraising the value of real property.

Good knowledge of legal land descriptions and ability to read building and/or land plans.

Ability to exercise good judgment, to deal tactfully and firmly with the public, and to promote and retain good public relationships.

Ability to carry out assignments with a fair degree of independence and to prepare reports setting out the assignment completions.

Education, Training and Experience

Senior matriculation and two years' experience in property appraisal work.

Physical Standards

Physically capable of performing the duties assigned.

PROPERTY APPRAISER 3

GENERAL

This is responsible technical appraisal work in the evaluation of and negotiation for the acquisition of property. Employees in this class perform similar work to Property Appraisers 2 but in addition perform specialized technical work of greater complexity. Assignments are carried out in areas where a considerable degree of judgment and independence is exercised in making decisions.

TYPICAL DUTIES

Makes personal contact with owners of required property and negotiates a contract for the acquisition of that property.

Completes the more complex appraisals of Crown land for sale purposes and also for the establishment of rentals based on value of these lands.

Evaluates the worth of more complex properties and negotiates the acquisition of these properties.

Carries out investigations regarding property values and assessments; studies current methods of evaluation.

Conducts correspondence with absentee owners to obtain the necessary agreements.

Carries out special assignments requiring the services of an Accredited Appraiser.

Assists in the training of junior staff.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of the principles and practices involved in appraising the value of real property.

Considerable knowledge of legal land descriptions and ability to read building and/or land plans.

Ability to exercise good judgment, to deal tactfully and firmly with the public, and to promote and retain good public relationships.

Ability to communicate with people both orally and in writing.

Ability to carry out assignments with independence and to prepare reports setting out the assignment completions.

Education, Training and Experience

Senior matriculation and a minimum of five years' experience in property appraisal work. Full accreditation in the Appraisal Institute of Canada.

OR

Successful completion of the course requirements for the Canada Residential Appraiser designation as well as the SR/WA designation with the American Rights of Way Association plus a minimum of five years' experience in the appraisal of rights-of-way or other property of a similar nature.

Physical Standards

Physically capable of performing the duties assigned.

PROPERTY APPRAISER 4

GENERAL

This is responsible supervisory appraisal work where an incumbent acts as a field supervisor, responsible for a specific provincial jurisdiction. The incumbent supervises a number of junior Property Appraisers in the evaluation of and negotiation for the acquisition of property. Work is performed under a minimum of supervision. General direction is received from a Property Appraiser 5.

OR

An incumbent is responsible for the supervision of a regional office. Supervises a small number of junior Property Appraisers in the evaluation of and negotiation for the acquisition of property. Responsible for the day-to-day administration of the regional office. Work is performed under a minimum of supervision. General direction is received from a Property Appraiser 5.

OR

An incumbent is responsible for a complete land acquisition program involving a large number of property acquisitions for a specific goal. The incumbent may supervise junior Property Appraisers. Work is performed under a minimum of supervision. General direction is received from a Property Appraiser 5.

TYPICAL DUTIES

Plans and supervises the completion of all appraisal work within a jurisdiction, region or program.

Conducts personal interviews with owners involving settlements of compensation of a difficult or complex nature, and assists and supervises subordinate Property Appraisers where necessary.

Delivers testimony before a court of arbitration or Land Value Appraisal Commission.

Consults with and advises other departments relating to courses to be followed regarding real estate matters.

May prepare administrative reports for Branch Administration.

Assists with training of junior staff.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of the approach to value, legal descriptions, land title and real estate transactions.

Good knowledge of law pertaining to land.

Ability to write legal descriptions.

Ability to meet, consult with and deal tactfully with the public.

Ability to communicate with people orally and in writing.

Ability to provide leadership and to help train and supervise junior staff.

Ability to work with a minimum of supervision.

Education, Training and Experience

Senior matriculation and a minimum of six years' experience in property appraisal work. Full accreditation in the Appraisal Institute of Canada.

Physical Standards

Physically capable of performing the duties assigned.

PROPERTY APPRAISER 5

GENERAL

This is a responsible supervisory position, involving the administration and co-ordination of all phases of appraisal and negotiation for the purchase of real property in one half of the province. The incumbents are responsible to the Branch Director for supervision of a number of Property Appraisers 4. They may make long term assignments and provide general instruction in methods and procedures to be followed in appraisal and negotiation matters.

TYPICAL DUTIES

Plans, directs, controls and co-ordinates the activities of Property Appraisers 4.

Prepares or supervises the preparation of fully detailed appraisal and compensation reports for presentation to the Land Value Appraisal Commission and/or in arbitration proceedings.

Makes inspections of properties which are complex and contentious in nature and prepares reports and recommendations.

Examines existing methods and procedures used by staff and implements improvements.

Maintains effective liaison with other government departments and agencies.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of the approach to value, legal descriptions, land title and real estate transactions.

A thorough knowledge of law pertaining to land.

Ability to write legal descriptions.

Ability to establish and maintain satisfactory relationships with the public.

Ability to prepare reports and to read engineering and survey plans.

Ability to exercise considerable judgment and initiative.

Considerable skill in negotiating with land owners.

Education, Training and Experience

Senior matriculation and certification as an accredited appraiser by the Appraisal Institute of Canada.

At least seven years' experience in buying and/or selling real estate, property management or related fields, together with a minimum of three years' experience in the appraisal of and negotiation for the purchase of property for a public purpose.

Physical Standards

Physically capable of performing the duties assigned.