



**COMMONWEALTH OF PENNSYLVANIA**  
invites applications for:

## **Chief Real Estate Appraiser**

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<b>SALARY:</b>	\$58,895.00 - \$89,448.00 Annually
<b>JOB TYPE:</b>	Civil Service Permanent Full-Time
<b>DEPARTMENT:</b>	Department of Transportation
<b>LOCATION:</b>	Indiana County
<b>OPENING DATE:</b>	03/12/21
<b>CLOSING DATE:</b>	04/08/21 11:59 PM
<b>JOB CODE:</b>	17181
<b>POSITION NUMBER:</b>	00029266
<b>UNION:</b>	Non Union
<b>BARGAINING UNIT:</b>	B5
<b>PAY GROUP:</b>	ST08
<b>BUREAU/DIVISION CODE:</b>	00081000
<b>BUREAU/DIVISION:</b>	PennDOT Engineering District 10-0
<b>WORKSITE ADDRESS:</b>	2550 Oakland Ave
<b>CITY:</b>	Indiana
<b>ZIP CODE:</b>	15701
<b>CONTACT NAME:</b>	Tracey Clevenger
<b>CONTACT PHONE:</b>	(724) 357-2823
<b>CONTACT EMAIL:</b>	trclevenger@pa.gov

### **THE POSITION:**

The Department of Transportation Engineering District 10 is seeking to fill a permanent, full-time Chief Real Estate Appraiser position. Join the PennDOT District 10 team with this exciting career opportunity!

**IMPORTANT: YOU MUST APPLY TO THIS VACANCY POSTING, MEET ELIGIBILITY REQUIREMENTS, COMPLETE THE SUPPLEMENTAL QUESTIONS, AND RECEIVE A SCORE. YOUR SCORE IS ONLY VALID FOR THIS SPECIFIC VACANCY. ONCE THIS POSITION IS FILLED, YOUR SCORE IS NO LONGER VALID.**

- Full-time employment

- Work Hours: Monday through Friday 7:30 AM - 3:30 PM; 30 minute lunch period

## **DESCRIPTION OF WORK:**

This position provides management, supervision and technical support for the real property appraisal function within the District.

Prepares damage estimates for transportation project(s) that require the acquisition of real estate, to aid in establishing project funding.

Understands MPMS and works with the District Planning / Programming and Fiscal Units to align project funding necessary for right of way projects.

Evaluates staff workload and capacity to assist the District Right of Way Administrator in determining the need for consultant services.

Prepares Appraisal Problem Analysis(es) and/or coordinates with consultants in the completion of Appraisal Problem Analysis(es) upon receipt of a plan. Determines which claims can be acquired under the Waiver Valuation Worksheet Option and makes assignments accordingly.

Assigns and manages Staff Appraiser(s) workload(s).

Prepares the necessary documents to solicit bids and execute contracts under the "Appraiser Invitation to Qualify." Arranges for appraisal reviews either through a Central Office Review Appraiser or a Fee Review Appraiser under the "Review Appraiser Invitation to Qualify".

Reviews all appraisal work, staff or fee, and approves those claims which are less than \$50,000 or less than \$10,000 under the Waiver Valuation Worksheet Option, and total take residential appraisals, one to four families, and vacant land appraisals.

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

### **Qualifications:**

- Must meet [PA residency requirement](#) – For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency.
- **Minimum Experience and Training Requirements:** One year as a General Real Estate Appraiser; **OR** three years of professional real estate appraisal experience which includes one year appraising all types of real property for public use.
- **Necessary Special Requirement:** Possession of a valid Pennsylvania Certified General Appraiser certification.
- **Condition of Employment:** This position requires possession of a valid Pennsylvania non-commercial Class C Driver's License or equivalent.
- Do **not** submit resumes, cover letters, and similar documents. These documents will **not** be reviewed and the information contained therein will not be considered for the purposes of determining your eligibility for the position or to determine your score. Information to support your eligibility for the position must be provided on the [application](#) (i.e., relevant, detailed experience/education).
- If you are claiming education/certification in your answers to the supplemental application questions, you must attach a copy of your college transcripts/certification for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Must be able to perform essential job functions.
- You will receive further communication regarding this position via email. Please check your email, including spam folders, for these notices.