

Job Title: REALTY SPECIALIST III - APPRAISER/REVIEWER - IPR#45381

Agency : Department of Transportation

Closing Date/Time: 06/28/2022

Salary: \$4,765 - \$8,295 Monthly

Job Type: Salaried Full Time

County: Lee

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

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

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 recommending and developing the compensation to be offered for property rights acquired by or relinquished by the Illinois Department of Transportation, District 2 and the recommending of compensation to be paid for right-of-way to be acquired by the various local agencies within the district, as well as performing in related activities as may be assigned by the District Land Acquisition Manager.

Acquisition Value Appraised/Reviewed Annually: \$3M - \$10M

Condemnation Values Annually: \$100K - \$3M

Parcels Appraised/Reviewed Annually: 100-400

This position reports directly to the Appraisal Manager. No subordinate personnel report to this position.

This position is unique in that within broad guidelines it is responsible for the preparation and review of appraisals and waiver valuations for determining and recommending just compensation for property acquired for public use as required and provided for by the Constitutions of the United States and the State of Illinois. These appraisal reports must be reviewed and analyzed to assure that proper values have been established. The values established have an immense impact on state funds which are dispersed for land acquisition. Offers to property owners cannot be made until a reviewing appraiser has established his/her opinion of the fair market value for the rights to be acquired; therefore, proper appraisals are required to meet construction letting dates and hold condemnation to a minimum.

A major challenge is the preparation of more complex residential, commercial, industrial, and agricultural appraisals, and the evaluation of real estate for its highest and best use and compensable damages created by the transportation improvement. The incumbent must also understand valuation of designated property rights to be acquired including both fee and partial land interests. This position personally prepares complex appraisals and damage estimates, reviews appraisals submitted by fee and other staff appraisers, and prepares documentation if necessary.

Prepare studies pertaining to the cost of land required for future road construction, preparing comparable sales books for use by support staff, and securing of information for preparation of land economic studies. 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. A typical problem of this position is when in contact with the property owner, the incumbent must ensure that the appraisal value is fair and equitable and that he/she uses considerable tact, skill, and diplomacy. The greatest problem entails ensuring that all appraisals are completed in an expeditious manner so that no undue delays occur in department/district projects.

(Job Responsibilities continued)

This position is expected to achieve the status of reviewer in training. The incumbent is responsible for the review of appraisals prepared by fee and staff appraisers as directed by the appraisal manager. The incumbent works directly with fee appraisers to assist them with appraisal problems, and he/she assists with appraisal assignments and any necessary documentation regarding proposals, invoices, etc. The incumbent will attend suggested courses as directed by the appraisal property manager. He/She reviews appraisals in the office and field to determine the fair market value of the parcels being acquired for highway work, whether partial or full takings.

The incumbent also does administrative reviews of completed appraisals and certified by a licensed review appraiser for content and form to determine their acceptability. This position prepares and reviews cost studies to determine the feasibility of various highway alignments. Since wide divergences sometimes exist between appraisal estimates, the incumbent is responsible and has the latitude to reconcile the variances by an appraisal documentation. The incumbent must be able to testify as an expert witness and occasionally attend pre-trial conferences and Eminent Domain proceedings representing the department in any way that may best aid the department's interest in the case. This position is governed by the Illinois laws for Eminent Domain and the federal/state regulations affecting the evaluation of real estate for right-of-way. The incumbent makes recommendations to his/her unit chief regarding non-cooperative owners, unresolved complaints, and potential problems.

The incumbent confers with the Bureau of Program Development regarding construction details, scheduling, and cost estimates. He/She meets with

attorneys and landowners to interpret the appraisals and has frequent contact with professional fee appraisers in order to give guidance and direction in preparation of appraisals for the district. This position is unique in that at the direction of the Regional Engineer and his/her immediate supervisor, the incumbent reviews appraisals sent to the district by the local agencies for approval. This assignment requires the incumbent to use an ample amount of tact and discretion. This position requires districtwide travel.

The incumbent operates within the guidelines of the Land Acquisition Policies and Procedures Manual, the Highway Design Manual, and the Federal and State Regulations including Illinois Compiles Statutes.

The effectiveness of this position is measured by the extent to which construction schedules are not delayed by the work of the appraisal unit, by the number of citations by the Federal Highway Administration, percentage of condemnation cases, by the number of complaints from property owners regarding appraiser's conduct and by maintaining good working relations between his/her section and others inside and outside the department.

Principal Accountabilities

1. Preparing adequate, timely, and fair appraisals which are in compliance with state and federal valuation policies and procedures.
2. Thoroughly reviewing appraisals and recommending a fair market value and determine damage to private property resulting from constructive activities.
3. Providing accurate cost studies pertaining to land value on various highway alignments to the Bureau of Program Development.
4. Review noncomplex and complex appraisals for acquisition of real property.
5. Completes all documentation and required reports/reviews in order to meet construction schedules.
6. Prepare, compile, and maintain appraisal data.
7. Prepare appraisals of land for acquisition or sale (excess ROW).
8. Testify in quick-take hearings and jury trials.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

Qualifications

Position Requirements

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

- Knowledge, skill, and mental development equivalent to four years of college including coursework in engineering, business administration, prelaw and economics or related fields
- State Certified General Appraiser
- Extensive knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Extensive knowledge of state and federal laws concerning land acquisition and related activities
- Extensive knowledge of departmental land acquisition policies and procedures
- Ability to communicate clearly and effectively; to exercise sound judgment; and read and interpret reports, maps, plans, plats, legal descriptions, and title abstracts.
- Ability to establish and maintain effectual working relations with property owners, attorneys, and government officials

Work Hours: 8:00 A.M. - 4:30 P.M. Monday-Friday

Work Location: 819 Depot Ave Dixon, IL 61021-3546

Office: Office of Highways Project Implementation/Region 2/District 2/Program Development

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

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com