Job Description

Job Title:	Property Negotiator/Appraiser	Classification:	Classified
Department:	Public Works	Grade:	190
Occupational Group:	Engineering Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general direction; performs a variety of complex and detailed tasks for acquisition of right-of-way, easements, and real property.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Reviews engineering plans to determine ownership information, order title work, and obtain deeds.
2. Orders appraisal reports and/or determines valuation of property to be acquired.
3. Meets with property owners to review appraisal reports, negotiate property acquisitions, and maintain negotiation reports.
4. Prepares condemnation cases for review by the legal department; testifies in court as necessary.
5. Maintains City-owned property inventory and supporting documents; enters and indexes easements and deeds into database. Provides property changes to the County Recorder; notifies City staff of acquired structures for insurance coverage purposes.
6. Prepares check requests for property compensation, recording fees, and consultant services.
7. Delivers payments to property owners and/or attends closings.
8. Maintains expenditure reports for budgeting purposes; provides City staff with tax information and property asset inventory.
9. Meets with property owners concerning special assessment projects; prepares income assistance applications and special tax bills.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Assists with RFQ's for professional appraisal; reviews appraisal services.
- Prepares and submit applications for right-of-way acquisition authority for State and Federally funded projects.
- Prepares council summary and ordinances for appraisal and negotiation consultant services, property/easement acquisitions, condemnation cases, and relocation claims.
- Schedules public meetings; reserves meeting locations; prepares mailings and notices for upcoming projects.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Property ownership and procedures for acquisition for right-of-way, easements, or other purposes; principles and practices regarding appraisal of real property; design and construction plans for sanitary sewer, streets, procedures involved in construction of infrastructures; computer system application; real estate market and values; Microsoft Office Suite.

Skill in: Communicating detailed information professionally in oral and written form; negotiations and conflict resolution; preparing and executing property conveyance documents; computer system applications including databases and spreadsheets; Microsoft Office Suite.

Education: High school diploma or GED equivalent is required. Two years of college level coursework in engineering, finance, or related courses is preferred.

Experience: One year of full-time experience in real estate acquisition, appraisal, or related work experience required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Notary commission must be obtained within six months of appointment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	