

Announcement date: January 16, 2008

State of Alabama
Personnel Department
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Announcement of Continuous Merit System Examination

REAL PROPERTY VALUATION ANALYST - 20320
\$31,968.00 - \$57,504.00

Real Property Valuation Analyst (20320)	Salary \$31,968.00 - \$57,504.00
<p style="text-align: center;">Department: Transportation Location: Statewide</p> <p style="text-align: center;">TYPE OF EXAMINATION</p> <p>An open-competitive register will be established. Applicants who meet the qualifications stated below will be mailed an Experience Questionnaire. Scores from the questionnaire will comprise 100% of the final score.</p> <p style="text-align: center;">QUALIFICATIONS NEEDED TO APPLY</p> <p>High School Diploma or GED and four years of experience in real estate appraising OR Two years of college-level* course work and two years of experience in real estate appraising OR Four year degree* and at least one year of experience in real estate appraising</p> <p>NOTE: Completion of the Appraisal Institute course Basic Appraisal Principles (Course 110) and the course Basic Appraisal Procedures (Course 120) or their equivalent will substitute for one year of the required work experience.</p> <p style="text-align: center;">KIND OF WORK</p> <p>This is technical and professional work in appraising property needed for departmental purposes. Employees in this class are responsible for preparing and assisting others in preparing property appraisals. Employees may serve as negotiators of right of way and in other related right of way functions. Work may involve lead worker responsibilities over lower-level workers while performing a variety of specialized duties related to the appraisal and negotiation of right of way for roadway construction. Job activities include preparing moderately complex appraisals, serving as a right of way negotiator, assisting others in the preparation of field appraisals of right of way tracts and building removal costs, advising city and county authorities regarding acquisition procedures, keeping detailed records on securing right of way, preparing right of way maps, individual property maps, property descriptions, deeds, estimates of cost of right of way reports, researching probate records, tax assessor records, and other public records to verify property ownership, collecting data for property comparable to that being appraised in order to develop a fair market value baseline, and photographing property being appraised in order to provide a visual record. Work is subject to review by a professional superior.</p>	

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center Office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. This announcement will remain open **until further notice**. The State Personnel Department is not responsible for late receipt of applications due to the mail service or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement or the State Personnel Department website for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

***State of Alabama Personnel Department**
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.