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# Example of Appraiser Job Description

Our innovative and growing company is looking to fill the role of appraiser. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for appraiser

* Prepares reports/documents for appropriate personnel as required
* Records case time/billings
* Lease-end inspections
* Establishes loss/cash value
* Solicits business locally when called upon to do so
* Utilizes standard labor and parts databases or manuals to determine replacement costs
* Prepares appraisal report by describing physical and economic property characteristics, appraisal procedures used, and information analyzed
* Communicate with management regarding AMC and appraiser quality control, SLA compliance, escalated issues, and department performance
* Work with Certified Appraisers in handling appraisal appeals, value disputes, and quality control issues
* Complete desktop valuation reports

## Qualifications for appraiser

* Knowledge of Bank Mortgage and credit products
* Superior relationship management capabilities in dealing with key internal and external partners including RESL Product Group, retail Risk Management, sales channel and appraisal vendors
* Ability to identify appraisal control weaknesses, escalate emerging issues and develop action plans to mitigate risk
* Technical proficiency with PC software including MS Office
* Ability to quickly understand complex information and communicate in a concise and straightforward manner
* Leadership and relationship building capabilities