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# Example of Appraiser Job Description

Our company is growing rapidly and is hiring for an appraiser. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for appraiser

* Recruit Appraisers for the AppraiserPlus program
* Assist in the proper use and understanding of the QX review utility by panel appraisers
* Monitor AppraiserPlus program metrics and provide feedback to the A+ appraisers for program adherence
* Provide maintenance and support for the AppraiserPlusprogram
* Handle overflow inbound and outbound calls from appraisers
* Receive and review appraiser’s performance metrics
* Discuss vendor network disciplinary issues
* Order and geographic specific vendor recruitment
* Receive and review vendor documentation for accuracy and upload to profile
* Maintain maximum ACD-Vendor availability

## Qualifications for appraiser

* Must be able to use a calculator for mathematical calculations
* This position requires the associate to drive and perform Appraisals in the field
* Basic proficiency in Excel, Word and Argus
* Intermediate Microsoft Outlook, Word, and Excel software experience
* Have achieved a minimum of Certified Residential Appraiser (CRA) designation with a minimum of five years of experience as a designated appraiser completing various residential inspections
* Real estate and lending industry knowledge Understanding of Real Estate Lending Policies Credit policy