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# Example of Staff Appraiser Job Description

Our company is looking for a staff appraiser. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for staff appraiser

* Oversee or complete special projects and all others duties as assigned
* Compose detailed letters for State complaints
* Rebuttal review
* Accurately completes a variety of residential appraisal products in a timely manner while successfully interacting and providing ongoing updates to various departments within CLVS and others involved in the valuation process
* Effectively manage an agreed-upon work schedule to meet client service levels and production goals
* Conducts oneself in a professional manner and maintains a professional demeanor and image (attire) representing CLVS in a very positive manner to our clients
* Keeps current with and adheres to CLVS guidelines, order/client guidelines, secondary market requirements and regulatory changes
* Responsible for preparing, maintaining and reviewing construction loan disbursement reports and funding spreadsheets for in-house inspections those prepared by outside engineer consultants
* Candidate will be able to work remotely anywhere in the U.S
* Maintain a state certification in good standing in order to perform the duties of an appraiser

## Qualifications for staff appraiser

* 1 year internal appraisal review experience
* A current working knowledge and understanding of bank activities, operation, and functions
* Basic knowledge of all internal bank operating systems (Mortrac, Loantrac, PeopleSoft) is preferred
* Demonstrated ability to read and comprehend appraisal reports
* Complete real estate appraisals that are compliant with Federal and State laws, being done in accordance with Uniform Standards of Professional Appraisal Practice (USPAP)
* Must be a current state certified appraiser