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# Example of Staff Appraiser Job Description

Our company is looking to fill the role of 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

* Process appraisal requests and customer billing to ensure that the skill level of outside fee appraisers is sufficient and that the fee quotes are reasonable
* Search, set-up and review of new appraisal firms for residential Real Estate for new territories which the bank has expanded into
* Perform appraisals for various departments within the bank, including the residential loan department for Quality Control Purposes and validation of AVM samples
* Making sure that client instructions are current and meet the client needs
* Supervise commercial and residential review appraisal staff
* Assistant to Department Manager in all responsibilities, specifically when the Department Manager is not in the office
* Assist in the implementation and administration of Appraisal Guidelines, policies and procedures for residential and commercial appraisals
* Maintain contact with various departments to monitor the pipeline of appraisals and resolve problems relative to requests and review of appraisals
* Oversee appraisal requests to ensure that the skill level outside fee appraisers is sufficient and that the fee quotes are reasonable
* Direct administrative personnel relating to the processing and tracking of appraisal requests and maintaining appraisal files

## Qualifications for staff appraiser

* Retain current state certified appraiser status at all times
* Good work ethic and committed to winning
* Provide great client service
* Ability to learn and adapt to new technology and software
* Already has a trainee license or is currently in the process of obtaining their trainee license
* Demonstrate the ability to maintain the minimum production standards for trainees as outlined in the compensation plan