

Description: Appraisal Review Specialist

GENERAL SUMMARY

Responsible for conducting retrospective valuation reviews/desk reviews of residential appraisal reports used by seller/servicers to support lending decisions and determine if the report meets agency guidelines and adheres to the Uniform Standards of Professional Appraisal Practice (USPAP). Must be an active licensed real estate appraiser with a minimum of 7 years experience with appraisal review on a national level, or valuation of 2-4 family dwellings, condominiums, cooperatives, land trusts, leasehold and factory built properties. Must be well organized and possess concise research, analytical skills as well as being an effective communicator.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Conduct research and analysis utilizing, internal/external property valuation tools and resources.
2. Determine appropriate actions to take in accordance with department and company policies.
3. Document conclusions with an accurate assessment of the valuation review.
4. Compose correspondence to communicate to lenders, the findings/inadequacies found in the reports during the review process.
5. Respond professionally to valuation questions and disseminate valuation guidelines and requirements with internal/external clients.
6. Manage/prioritize caseload of pending and active appraisal reviews.
7. Maintain review productivity according to departmental standards while meeting department objectives with minimal supervision.
8. Ability to calculate loan to value ratios, utilize market extraction to ascertain /verify appropriateness of adjustments, derive gross rent multipliers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

-Effective verbal and written communication skills.

-Knowledge of agency valuation guidelines, USPAP/AVM and other valuation tools as well as familiarity with agency selling and servicing guidelines and automated underwriting systems.

-Strong organizational skills, advanced computer skills, attention to detail, ability to work under time constraints, good interpersonal skills, and a high degree of initiative.

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-Punctual arrival to work, team oriented to be able to relate with fellow employees/clients as needed to achieve goals.

WORKING CONDITIONS

Normal banking environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhausted list of all responsibilities, suite and skills required.