**Position Description: Investigator**

1. **GENERAL SUMMARY**

The Investigator of the WV Real Estate Appraiser Licensing and Certification Board (WVREALCB) will function as an objective body that maintains, reviews, and evaluates the work products of appraisal licensees, apprentice permit holders, and Appraisal Management Company (AMC) registrations. The Investigator will ensure all appraisal licensees, apprentice permit holders, and Appraisal Management Companies (AMC) are in compliance with the rules and regulations of the State of West Virginia (WV Code 30, Article 38 and Article 38A and Legislative and Procedural Rules) Uniform Standards of Professional Appraisal Practice (USPAP), Appraisal Subcommittee (ASC), and the WV Ethics Act.

1. **GENERAL PURPOSE of the Investigator**
* Acts as a resource to the Board for all matters relating to allegations, complaints, and licensure upgrades, education, and other matters, as appropriate.
* Acts as a channel of communication to receive and direct compliance issues for investigation and resolution.
1. **DUTIES AND RESPONSIBILITIES**

Knowledge of basic appraisal methods, procedures, and terminology; West Virginia Code and Rules, and other codes applicable to real estate appraiser licensing and certification; Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989; the Uniform Standards of Professional Appraisal Standards and their application; and the guidelines of the Federal Appraisal Subcommittee and their applications.

Ability to apply the required knowledge; conduct appraisal reviews, or other market analyses and research of real property; develop techniques, methods, and skills required to conduct administrative reviews and draw sound conclusions; analyze situations accurately and take effective action.

Locate and interview licensee, apprentice permit holder, Appraisal Management Company, defendant, complainant, witnesses; analyze and evaluate testimony, examine a variety of records and data to secure or verify information concerning the allegation, compliant or licensure upgrade.

Gather, assemble, preserve, and report facts, statements, or affidavits and other evidence for use in legal actions and appear as a witness to present facts and evidence supporting administrative action at legal or administrative proceedings.

Prepare and present clear, complete, and concise findings and recommendations to the Board regarding allegations, complaints, and licensure upgrades in a written and oral format on a weekly or monthly basis.

Manages, maintains, and responds to all allegations, complaints, licensure upgrades from receipt to completion.

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Investigation of an allegation, complaint, licensure upgrade and its related activities to prevent illegal, unethical, or improper conduct.

Locate and interview supervisory appraiser and apprentice permit holder to monitor training processes, USPAP compliance, and supervisor-apprentice relationship.

Conduct compliance audits of licensees and approved education providers within the State.

1. **QUALIFICATIONS**

Must have at least an appraiser license at the level of Certified Residential with a minimum of five (5) years’ experience.

Bachelor’s degree from a nationally accredited college or university.

Familiarity with State of West Virginia (WV Code 30, Article 38 and Article 38A and Rules), Uniform Standards of Professional Appraisal Practice (USPAP), Appraisal Subcommittee (ASC), and the WV Ethics Act.

Must exhibit high levels of integrity, discretion, professionalism, trustworthiness, team orientation, and self-motivation.

Must possess strong written and oral communication skills, organization and planning skills, and problem-solving skills.

1. **EMPLOYMENT**

Reporting to the Executive Director, the Investigator is a permanent, salaried, full-time position with the State of West Virginia. Reference *West Virginia Division of Personnel website* for Benefits information. Salary will be determined by experience, education, licensure, and subject matter expertise.

1. **TRAVEL**

The position may require up to 20% travel. The West Virginia Real Estate Appraiser Licensing and Certification Board is responsible for travel expenses (mileage and lodging reimbursement, M&I Per Diem, etc.) per U.S. General Services Administration and State of WV Travel regulations.