Appraiser Certification & Licensure Board
Hiring Standards & Criteria for ACLB Administrator Position

Minimum Qualifications

Three years of management experience in a public or private organization which included responsibility for each of the following:
  a. development of program rules and policies;
  b. development of long- and short-term goals and plans;
  c. program evaluation; and
  d. budget preparation

OR

Two years of management experience in a public or private organization which included responsibility for each of the following:
  a. development of program rules and policies;
  b. development of long- and short-term goals and plans;
  c. program evaluation; and
  d. budget preparation

AND

45-48 quarter hours (30-32 semester hours) of graduate level coursework in management

OR

Three years of professional experience as a program/project leader, assigning and reviewing work of professional staff (e.g., engineers, etc.) including project responsibility for:
  a. developing goals and objectives;
  b. project evaluation; and
  c. monitoring and controlling or preparing a budget.

Desired Attributes

a. Five (5) years of real property appraisal experience gained after January 1, 1992 and subject to USPAP standards;

b. A current license or certificate to appraise real property and be in good standing with the state having jurisdiction over your real estate appraisal activity;

c. A minimum of three (3) years of technical or professional experience performing appraisal reviews, monitoring appraisal programs, or auditing appraisal reports;

d. Experience applying laws and administrative rules to factual scenarios and explaining such analysis both verbally and in writing;

e. Experience responding directly to customer inquiries regarding laws, rules, policies or procedures, both verbally and in writing; and

f. Experience organizing and analyzing records and other documents.