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| WORKING TITLE: ASSESSMENT DATA ANALYST | CLASSIFICATION: ASSESSMENT DATA ANALYST |
| DEPARTMENT: ASSESSOR | DIVISION: ASSESSMENT & TAXATION |
| PAY RANGE: OPEU 22 | FLSA CATEGORY: NON-EXEMPT |
| PHYSICAL REQUIREMENTS: ATTACHED | WORKERS COMP CODE: 8810 |
| PPE: PER WORK LOCATION | REVISION DATE: NOVEMBER 2013 |

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This position compiles, verifies, and analyzes property sales, property rental data and related market factors. Interprets market-based variables affecting property appraisal valuation methods using appraisal theory, statistics and economic principals. It is a single and journey-level classification. The person in this position uses independent judgment and decision-making skills to implement assigned work and activities. Although direction and general instructions are provided regarding the scope and approach to projects or assignments, procedures and techniques are left to the discretion of the employee.

SUPERVISION RECEIVED:

Works under general supervision of the Chief Appraiser.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification, but intermittently functions as a leader on special projects and provides technical guidance to the work of project teams.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Collects, analyzes, verifies, maintains, and retrieves current and historical sales data for interpreting market trends to provide statistical tools for valuing property equitably.
- Prepares the annual statutorily required ratio study.
- Coordinates teams to develop, publish, and submit the statutory evidence supporting the quality of the department's annual valuation program.
- Submits report for review and approval by the Assessor, Oregon Department of Revenue (DOR) and Board of Property Tax Appeals (BoPTA).
- Performs market research, analyzes data and generates reports to determine best appraisal practices and recommend procedural changes.
- Performs complex ad-hoc queries of specialized databases to generate appraisal reports.
- Designs custom reports used by Property Appraisers for performing system audits.
- Collects and verifies data
- Explains assumptions in analyses and provides summary reports to managers.

- Analyzes market terms of sale transactions to apply adjustments to sale prices.
- Prepares and presents market trends to the Board of Property Tax Appeals (BoPTA).
- Provides market area data for use by Property Appraisers.
- Provides expert testimony at the BoPTA, DOR hearings and Oregon Tax Court trials if needed.
- Designs and develops varied reports and statistical/financial models used to provide management with information to assist in business operation decisions including, but not limited to, the annual budget.
- Compiles and analyzes pertinent economic and appraisal data to forecast an estimation of the expected annual change in assessed value countywide and by other significant stratification for internal purposes.
- Provides a wide variety of statistical modeling and analyses in order to assure accurate valuations.
- Develops statistical approaches that indicate changing market conditions.
- Maintains expertise in current real estate market trends.
- Designs, develops and compiles complex and varied data reports used to provide management and stakeholders appraisal information used for business operation decisions.
- Designs input and output documents for appraisal staff such as field sheets, market surveys, workflow charts, procedural documentation, data input forms, checklists, quality assurance checks and charts.
- Creates and maintains specialized databases by extracting market data from multiple information systems and databases.
- Designs and prepares system audits for system integrity and review of all appraisal work.
- Participates on a team to develop, maintain, refine and test the computer-aided mass appraisal system, which serves as the primary database and automation tool for appraisal purposes.
- Participates in management meetings to provide technical advice to the Chief Appraiser, Deputy Assessor and Assessor on data systems.
- Retrieves and summarizes data for the Appraisal Plan, the Summary of Assessment and Levies report, and the performance indicators.
- Compiles and analyzes appraisal data to provide information pertinent to current and proposed legislation to managers.
- Maintains property classifications system for the purpose of calculating the Change Property Ratio.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and practices of real property appraisal.
- Principles and practices of economics, accounting, and the reporting of financial data.
- Statistical variables affecting property valuation.
- Descriptive, inferential and correlational statistical techniques.
- Principles of the application of mathematics and statistical data.

- Instruments of sale transactions and related contracts.
- Chapters 305 through 311 of the Oregon Revised Statutes and the associated Oregon Administrative Rules plus federal and local laws and/or ordinances that may be pertinent to the department.
- Principles and practices of taxation based on the value of real estate or personal property.
- Property mapping and surveying.
- Data processing applications including tax systems, subscription software, and professional office suites.

SKILL IN:

- Using logic and reasoning to apply mathematical methods to economic data and evaluate results and findings using statistical techniques.
- Performing data collection, data evaluation, and data entry proofing using ad hoc Crystal Reports, SQL, ORACLE, and reporting languages.
- Review data and information to develop and evaluate options and implement solutions to complex problems.
- Writing clear, concise, and accurate reports and maintaining supporting documentation.
- Communicating effectively, both orally and in writing, to individuals or groups.

ABILITY TO:

- Combine and utilize information and data including market trends and related technical data to formulate conclusions and recommendations related to property appraisal issues.
- Listen to, read, and understand information and ideas presented orally or in writing.
- Communicate verbally and in writing as appropriate for the needs of the audience.
- Create accurate and concise reports related to property appraisals.
- Establish and maintain appropriate professional working relationships with individuals, whether members of the public or co-workers, from diverse groups and backgrounds.
- Maintain accurate and complete records throughout the statutorily mandated retention period.
- Identify relevant data and to judiciously use both primary and secondary data in formulating conclusions and recommendations.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A Bachelor's Degree from an accredited college or university in Finance, Economics, Computer Science, Business Administration or a related field with major course work in statistics plus one year of journey-level appraisal experience is preferred.

OTHER REQUIREMENTS:

Possession of current registration as a qualified property appraiser from the State of Oregon Department of Revenue.

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office or environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.