CLASSIFICATION NO. 337
Established: 2/62
Revised/Retitled: 3/81
Revised: 10/06, 8/16, 4/18
FLSA: Non-Exempt
EEO: 3

SALES DATA ANALYST

CLASS CHARACTERISTICS

Under direction, to analyze all real property sales in the County; to prepare reports and statistical summaries on sales for utilization in property appraisal; to perform general administrative functions for the Assessor; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Assessment and Taxation is responsible for the assessment of real and personal property, construction of assessment rolls and the collection, recording and distribution of all tax monies within the County. The technical appraisal staff is organized into various sections for the appraisal of urban, rural, personal or commercial property.

The Sales Data Analyst is responsible for the analysis of property sales in the County for market value recalculation purposes. The Sales Data Analyst performs ratio studies to determine change in real market value from assessment date to assessment date for each class of property as required by legislation. In addition to the technical sales analysis functions, the incumbents serve as lead on special projects and are responsible for the maintenance, quality control, and integrity of the CAMA (Computer-Assisted Mass Appraisal) system.

The Sales Data Analyst differs from the Property Appraiser Senior which performs advanced journey-level property appraisals. The Sales Data Analyst also differs from the Appraisal Supervisor who coordinates and oversees appraisers and valuations within a specific section of the Appraisal Division to maintain uniform and equitable assessment of properties.

TYPICAL TASKS

Duties may include but are not limited to:

1. Conducts and analyzes statistical studies and recalculations functions using selective adjustment criteria; prepares related required reports for internal and external users; and to meet the statutory requirements by the State of Oregon's Department of Revenue.

2. Maintains Computer-Assisted Mass Appraisal (CAMA) software; creates and maintains computerized assessment and appraisal records and resources; monitors data to ensure proper market adjustments, pricing and valuation tables are established; investigates and resolves data and calculation errors or inconsistencies; performs mass maintenance of data on property accounts; creates and maintains all related appraisal code files in CAMA; oversees data-entry changes to appraisals and develops instructions and training on proper input; and maintains appropriate documentation as required.

3. Provides guidance, coordinates projects and recommends training needs for appraisal staff performing "reappraisal," appraisal or sales studies; consults and interprets sales data to appraisal staff and discusses questions regarding procedures and statistical analysis; provides data for market adjustments to cost factors.

4. Researches, compiles, edits and analyzes sales data on a broad range of assignments for use in computerized sales studies and appraisal programs; verifies sales information; maintains current sales data maps; reviews documentation prior to data-entry; prepares related required reports for internal and external users and analyzes terms of sale.

5. Responds to local and state agencies and general public inquiries in order to address questions regarding the ratio study analysis and conclusions.

6. Classifies sale into its proper class (e.g. urban, rural, commercial, farm, etc.); reviews and maintains property classification program.

7. Provides detailed reports, analyses, and makes recommendations as requested by the Appraisal Manager to assist in budget development and allocation of resources.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, practices and methods of real property appraisal; practices and procedures of pertinent structural, economic, environmental factors affecting property valuation; modern principles of real estate, appraisal and mapping; preparation and use of recorded instruments such as deeds, mortgages and contracts; technical appraisal practices and procedures used in residential, commercial, farm, mobile home and land appraisal; economic forces as they affect property value; laws, regulations and court decisions affecting the appraisal of land, building, structures and personal property; data processing usage and capabilities; statistical methods and analysis.

Skill to: Analyze appraisals of a variety of properties; analyze and interpret statistical data and make sound recommendations concerning policy and procedures on appraisal matters; keep accurate and detailed records; gather, evaluate and transmit accurate information; apply appraisal principles and techniques and equitably and justifiably appraise property; apply statistical analysis to sales data; analyze legislation to determine the effect on appraisal practices and the existing sales ratios; deal effectively with the public and appellant bodies concerning appraisal matters; prepare clear and concise appraisal and management information reports; establish and maintain effective working relationships with the general public and departmental staff; communicate effectively, both orally and in writing; make effective and understandable presentations to departmental staff on technical matters; perform varied and responsible administrative duties involving both fiscal and personnel matters.

WORKING CONDITIONS

Occasional duties in the field require walking, twisting, balancing, grasping, fine motor control, and involve exposure to inclement weather, noise, and slippery and/or uneven surfaces.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following

minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:
The following licensure/certifications are required at the time of hire.

- Possession of and the ability to maintain current registration as a qualified Property Appraiser from the State of Oregon Department of Revenue (ORS 308.010).

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.