

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: REAL PROPERTY DATA ANALYST I / II
CLASS CODE: I - 3107 II - 3108

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/13/2012 (REVISES 10-21-2003 VERSION)
DEPARTMENT: ASSESSOR

JOB SUMMARY

Responsible to create and maintain valuation models, maintain a valid property inventory, and comply with sales ratio mandates.

CLASS CHARACTERISTICS

Real Property Data Analyst I: this trainee classification of the series works under close to general supervision of the Senior Valuation Analyst.

Real Property Data Analyst II: this full performance classification works under general supervision of the Senior Valuation Analyst and uses considerable judgement in performing much of the work independently.

ESSENTIAL FUNCTIONS

Creates and maintains valuation tables within the CAMA system.

Prepares, formats, validates and maintains sales information for sales ratio studies and market modeling applications.

Provides time adjustment calculations for sale information.

Identifies properties for property characteristic field reviews.

Develops residential property valuation models using multiple regression analysis and similar statistical tools.

Identifies and implements comparison selection criteria for residential property valuations.

Utilizes Geographic Information System software applications for property valuation analysis.

Works closely with and coordinates activities with staff Appraisal Supervisors.

Prepares supporting documentation of statistical models for defense purposes within the valuation equalization process and for public requests.

Provides training to staff appraisers in mass property valuation.

KNOWLEDGE, SKILLS, AND ABILITIES

Real Property Data Analyst I:

Knowledge of: assessment practices, appraisal processes / techniques, current regulations, property tax codes, and applicable software applications; building trades and construction terminology.

Skill in: the utilization of statistical applications; comparing and analyzing data.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; identify and classify neighborhoods and neighborhood groups; communicate effectively orally and in writing.

Real Property Data Analyst II (in addition to the knowledge, skills, and abilities described above):

Knowledge of: property valuation techniques.

Advanced Skill in: using statistical software and multiple regression analysis tools; utilizing SQL applications on Oracle databases for ad hoc queries and reporting.

Ability to: multi-task and complete work within deadlines.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

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Occasionally: drives a motor vehicle; lifts or otherwise moves objects weighing up to 10 pounds; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled office environment, but field checks are performed periodically and may require sustained periods of work outdoors including in hot, cold, or inclement weather occasionally.

EDUCATION AND EXPERIENCE

Real Property Data Analyst I: high school diploma or equivalent and three (3) years of work experience in real estate, building construction, appraisal, or a related field. Preference may be given for college course work in statistics, economics, or advanced math.

Real Property Data Analyst II: must currently be a Certified Appraiser with the Utah Department of Real Estate OR possess a completed bachelor's degree.

LICENSING AND CERTIFICATION

Real Property Data Analyst I:

- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Incumbents must attain designation as a Licensed or Certified Residential Appraiser with the Utah Department of Real Estate within three (3) years of employment.
- Incumbents must attain designation as an Ad Valorem Residential Appraiser with the Utah State Tax Commission within three (3) years of employment.

Real Property Data Analyst II:

- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicants must be Licensed or Certified as an Appraiser with the Utah Department of Real Estate.
- Applicants must be certified as an Ad Valorem Residential or Ad Valorem General Appraiser with the Utah State Tax Commission.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from the lower classification level of this series to the higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge