

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SENIOR VALUATION ANALYST
CLASS CODE: 3537

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 8/13/2012
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general supervision of the Real Property Residential Manager, supervises and performs advanced analytical and statistical work in the valuation of real property.

ESSENTIAL FUNCTIONS

Coordinates activities with appraisal administration, oversees valuation processes and personnel, conducts performance appraisals in conjunction with the Real Property Residential Manager, and provides training to staff appraisers.

Data mines trends and factors associated with property analysis and evaluation.

Develops and documents valuation formulas and associated validity testing.

Produces selection criteria and adjustment models for residential comparison batch valuation including groupings and classifications of properties.

Utilizes geographic information systems and multiple regression applications.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: SPSS syntax, assessment practices, appraisal processes / techniques, current regulations, property tax codes, and applicable software applications, property valuation techniques, supervisory techniques.

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

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

Ability to: complete own work while delegating and monitoring the work of others; 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; 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.

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.

CLASS TITLE: SENIOR VALUATION ANALYST

CLASS CODE: 3537

PAGE 2

WORKING CONDITIONS

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

EDUCATION AND EXPERIENCE

A completed bachelor's degree and two (2) years of property valuation experience. Equivalent combinations of education and experience that include two years of property valuation experience may also be considered. Preference may be given for course work in statistics, economics or advanced math. Supervisory experience is preferred.

LICENSING AND CERTIFICATION

- 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.
- Incumbents must attain certification as an Ad Valorem Residential or Ad Valorem General Appraiser with the Utah State Tax Commission within 24 months in position.

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