

LINN COUNTY CLASSIFICATION

TITLE: SALES DATA ANALYST/SPECIAL ASSESSMENT APPRAISER
NUMBER: 419 **APPROVAL ORDER NUMBER: 2018-145**
PAY RANGE: 19 **DATE: MAY 15, 2018**
CATEGORY: SEIU

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Analyze and verify sales and conduct sales studies. Perform ratio and indexing studies as required by the Assessor's Office and the Department of Revenue. Coordinate the Special Assessment section of the real property appraisal program; appraise real property or personal property for tax assessment purposes.

SUPERVISION RECEIVED: Works under the general supervision of the Assessor in coordination with the Chief Appraiser.

SUPERVISION EXERCISED: May exercise supervision over personnel involved with sales confirmations and review of special assessments. May be required to assist in training less experienced personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare sales information for sales studies for the appraisal staff and use by the Board of Property Tax Appeals. Verify sales. Maintain records showing new sales (history of sales on accounts). Maintain computerized sales database and supervise other personnel in requesting and confirming this information.
2. Prepare ratio study, analyze ratio studies by appraisal area and property class. Make adjustments to 100 percent true cash value. Interpret and apply laws pertaining to sales ratio and special assessment programs. Assist the public by providing sales and/or appraisal information.
3. Organize, coordinate and conduct appraisals and audits on properties that are under a Special Assessment Program.
4. Gather rental information for the special assessment of farmland. Schedule and conduct the Linn County Farm Board of Review.
5. Assist in the development of section and departmental policy formulation; implement policies, and review and recommend policy changes as necessary.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of procedures and methods as they relate to property appraisal and sales analysis. Knowledge of computer, software and data base systems as they relate to appraisal and sales data analysis. Reasonable knowledge of economic forces as they affect property value. Knowledge of modern principles of real estate appraisal and mapping. Knowledge of laws pertaining to sales data analysis, special assessments and real estate appraisal. Ability to work with minimal supervision.

Ability to understand and follow oral and written instructions. Ability to communicate both orally and in writing. Ability to analyze sales data and determine the conditions and appropriateness of the sale for inclusion into the sales study. Ability to make mathematical calculations accurately and rapidly. Ability to understand and read legal documents pertaining to the sale or transfer of ownership of property.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible experience in property appraisal. Graduation from college in business, real estate, economics, statistics, computer science or equivalent; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATION: Certification as a registered appraiser by the Department of Revenue under the provision of ORS 308.010. Possession of a valid Oregon motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.