

DATA/PROPERTY ANALYST I

Class Code: 346

Range: E/21

Definition: Under general supervision, to review and analyze property sales; to develop and present a report describing trends in property sales/values; and to perform related duties as assigned.

Distinguishing Features: This is a professional entry/ journey level class. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This is a training level classification in which employees perform a significant portion of the work assigned to the next higher level, but without the independence or full responsibility expected at the next level.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- Analyze sales of property.
- Prepare sales listings.
- Prepare a summary and a final ratio report of the analysis of sales.
- Present and defend Ratio.
- Develop land value schedule.
- Develop local cost and market modifiers and depreciation schedules.
- Perform physical inspections of properties; inventory and appraise residential and rural properties for tax assessment purposes upon obtaining appraisal registration.
- Train and provide work direction to new employees; inform and instruct staff in the use of computer programs.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- Run unusual or out of the ordinary sales or property type listings.
- Create and/or analyze spreadsheets.
- Perform related duties as required.

Qualifications:

Minimum Qualifications: Registration as a Property Appraiser I per Oregon Revised Statute 308.010 plus one full year of experience as a registered property appraiser; or, registration as a Property Appraiser I per Oregon Revised Statute 308.010 within five months of hire plus three years of work related experience.

Knowledge, Skills, and Abilities: Requires knowledge of theories, principles and techniques of real estate appraisal, farm and forest use special assessments; income approach to valuation; analyze data; computer software and hardware including spreadsheets, windows operating system, popular data base tools and Geographic Information System applications; development of land and depreciation schedules, and local cost and market modifiers; property identification references; construction techniques, styles and materials. Ability to

read and interpret maps and legal descriptions; once obtained meet continuing education requirement to maintain registration as a county property appraiser through State of Oregon; analyze data; prepare complete and accurate reports; present and defend reports; identify and analyze complex problems and make sound recommendations; use basic mathematics, college level algebra and statistical analysis to prepare spread sheets, determine formulas; establish and maintain cooperative working relationships with those contacted in the course of work; use a variety of office machines including computers, calculators and other appraisal tools and equipment; interpret and explain department policies and procedures.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to walk over steep or uneven terrain; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements such as typing, filing, data entry and/or use of calculators, ten-key adding machines or other office equipment or supplies. Requires the ability to operate a motor vehicle.

License or Certificate: Possession of a valid Oregon driver's license and a good driving record.