

**DATA/PROPERTY ANALYST II**

**Class Code: 344**

**Range: E/23**

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

**Distinguishing Features:** This is a professional journey level class. Incumbents perform a full range of complex analytical tasks and work within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Employees in this classification may provide direction and training to clerical or new staff; however, these tasks are ancillary to the main focus of the position. Work is normally reviewed only upon completion and for overall results.

**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 report to supervisor and to the Board of Ratio Review.
- 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.
- Train and provide work direction to new employees; inform and instruct staff in the use of computer programs.
- Upgrade computer programs to facilitate generation of the report.

**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 spread sheets of unusual property listings for analysis by other parties.
- Perform related duties as required.

**Qualifications:**

**Minimum Qualifications:** Registration as a Property Appraiser II per Oregon Revised Statute 308.010 and two years experience as a registered property appraiser plus one year additional work related experience; or registration as a Property Appraiser II per Oregon Revised Statute 308.010 and two years experience as a Data Property Analyst I plus one year additional 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; computer software and hardware including spreadsheets, windows operating system, popular data base tools and Geographic Information System applications; networks, modems and peripheral

equipment; property identification references; construction techniques, styles and materials. Ability to read and interpret maps and legal descriptions; meet continuing education requirement to maintain registration as a county property appraiser through the 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.

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