

SENIOR SALES DATA ANALYST

DEFINITION

To perform highly complex and responsible real property sales analysis; to prepare complex reports and statistical summaries on such sales for use in property appraisals; to perform maintenance, testing, and updating of the County's appraisal/valuation system; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Sales Data Analyst series. Positions at this level are distinguished from the Sales Data Analyst by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned within the series, including advanced technical and analytical duties requiring advanced knowledge relating to the functional use, operation, maintenance, and enhancement of the County's Assessment and Taxation System. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Appraisal Manager.

Exercises functional and technical supervision over assigned personnel.

EXAMPLES OF DUTIES:

Maintains, tests and implements changes to the Assessment and Taxation system; maintains all the tables and updates with cost modifiers, trending modifiers, cost factors, land tables, influence factors, edit reports, etc.

Creates custom reports for internal and external customers.

Represents Assessment and Taxation Appraisal Division at internal and external meetings.

Conducts complex studies, analysis and research on a broad range of assignments; analyzes information needed to assist in determining appropriate system implementation; designs input and output documents such as forms and reports; designs and prepares system audits using the software query language.

Coordinates and manages projects and implements outcomes.

LANE COUNTY
Senior Sales Data Analyst (continued)

Examples of Duties: (con't)

Analyzes property sales and various economic variables that influence property appraisal and valuation methods; identifies market trends and develops valuation models based on sales studies to accurately reflect market conditions.

Performs ratio and indexing studies as mandated by state statutes.

Assists in the development of the annual Appraisal Division work plan and sales data program.

Classifies property sales into correct classifications such as urban, rural, commercial, farm and industrial; reviews and maintains property classification program.

Coordinates staff personnel performing special appraisal or sales studies.

Develops computer reports and sales information listings for property appeals; appears at hearings and describes assessment methods as necessary.

Maintains computerized and manual sales records.

Participates in the selection and assists in the evaluation of staff; provides orientation and on-the-job training to assigned personnel.

Interprets sales data to appraisal staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, techniques and methods used in residential, commercial, farm, mobile home and land appraisal.

Economic and environmental variables affecting property valuation.

Principles and practices of real estate including the preparation and use of recorded instruments such as deeds, mortgages and related contracts.

Descriptive and inferential statistical methods.

Computer statistical programs, data processing applications and system development.

Cartographic methods.

Oregon Revised Statutes, Department of Revenue Administrative Rules.

LANE COUNTY
Senior Sales Data Analyst (continued)

Ability to:

Evaluate, analyze, interpret and apply statistical techniques to appraisal data.

Understand and evaluate appraisal reports for a variety of properties.

Prepare and interpret sales ratio studies, market trends and related technical data.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Coordinate and manage valuation projects.

Apply appraisal techniques to data processing systems.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in statistics, economics, business administration or a related field.

Experience:

Four years of responsible residential, rural and commercial property appraisal experience, appraisal data analysis, and computer applications experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Designation as a Registered Appraiser under provisions of ORS 308.010.

Possession of a valid Oregon driver's license at the time of appointment.