

## **LINN COUNTY CLASSIFICATION**

**TITLE: SALES DATA ANALYST/COMPUTER SPECIALIST**

**NUMBER: 420**

**APPROVAL ORDER NUMBER: 2018-086**

**PAY RANGE: 21**

**DATE: APRIL 17, 2018**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Analyze and verify sales, conduct sales studies. Perform ratio and indexing studies as required by the Assessor's Office and the Department of Revenue. Develop and maintain computer systems.

SUPERVISION RECEIVED: Works under the supervision of the County Assessor.

SUPERVISION EXERCISED: Exercises supervision over personnel involved with sales confirmations and Board of Property Tax Appeals presentations. 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 for use by the Board of Property Tax Appeals.
2. Maintain notebook showing new sales (history of sales on accounts). Maintain sales database on computer and supervise other personnel in requesting and confirming this information. Assist the public by providing sales and/or appraisal information. Verify sales.
3. Prepare ratio study, analyze ratio studies by appraisal area and property class. Make adjustments to 100 percent true cash value.
4. Develop and maintain microcomputer systems. Act as liaison to the Information Technology Services (ITS) to assist in the development of systems.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. 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, 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.

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**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 computers and systems 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 and real estate appraisal. Ability to work with minimal supervision in processing sales data and preparing the appropriate reports.

Ability to develop, use and maintain microcomputer systems. 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:** Must be a registered appraiser, certified by the Department of Revenue. 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.

**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.