



Data Analyst III

Job Description

Department: Assessor
Position: Career Service
Grade: 728
Supervisory: No
Reports to: Valuation Manager

Summary

Under general supervision of the Valuation Manager, develops, implements, tests, calibrates, and maintains mathematic models to produce real property valuations. Creates models using additive and multiplicative regression techniques and prepares associated reports. Develops quality control routines to ensure data validity. Maintains a valid property inventory while complying with sales ratio mandates. Incumbents serving in this classification perform tasks of considerable difficulty, requiring independent judgment, and are capable of leading and training others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, implement, test, calibrate, and maintain mathematic models in specialized information systems applications to predict market values of all types of real property.
2. Ensure optimal quality, validity, and reliability of valuation models; implement, test, and document models, as needed.
3. Develop mass models using additive, multiplicative, and log linear multiple regression techniques.
4. Prepare and analyze multiple technical, statistical, and narrative reports.
5. Work with Division Administrators to define data requirements for statistical analysis.
6. Extract valuation variables from the computer-assisted mass appraisal (CAMA) system.
7. Prepare, format, validate, and maintain sales information for sales ratio studies and market modeling applications.
8. Provide time adjustment calculations for sale information.
9. Identify properties for property characteristic field reviews.
10. Identify and implement comparison selection criteria for property valuation.
11. Analyst property valuation; utilize geographic information systems (GIS) software applications, as needed.
12. Function as lead worker; provide training to staff appraisers and Data Analyst I/II in mass property valuation.

For Office Use Only

Job Code: 3543
Job Title: Data Analyst III
FLSA: Exempt
Effective Date: 10/13/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of advanced quantitative statistics
- Knowledge of regression and statistical modeling techniques
- Knowledge of mathematical, financial, and statistical calculations
- Knowledge of real estate terminology and real property appraisal methods
- Knowledge of appraisal software applications
- Knowledge of assessment practices
- Knowledge of appraisal processes, techniques, and regulations relevant to work performed
- Knowledge of property tax codes
- Knowledge of building trades and construction terminology
- Skilled in utilizing statistical software and applications, including R and other analytical software packages
- Skilled in comparing and analyzing data
- Skilled in utilizing SQL applications for ad hoc queries and reporting
- Skilled in application of regression theory and appraisal theory to mass appraisals
- Skilled in developing formulas and tables for use within valuations
- Skilled in organizing workloads and prioritizing tasks to adhere to deadlines
- Skilled in effectively working in a dynamic environment, both independently and in a team setting
- Ability to effectively apply general principles to specific conditions
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to identify and classify neighborhoods and neighborhood groups
- Ability to communicate effectively verbally and in writing
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different patterns. The employee is required to type, file, and lift or move supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in a related field, including coursework in statistics, mathematics, economics, or geographic information systems.
2. Three (3) years of experience creating and utilizing mass-appraising models, which may include multiple regression, additive, capitalization rate, cost, or similar models.
3. A related master's degree may substitute for the experience requirement.

Preferred Education and Experience

1. Preference may be given to applicants with a master's degree in a related field, including coursework in statistics, mathematics, economics, or geographic information.
2. Preference may be given to applicants with experience performing government mass appraisals.

Additional Eligibility Qualifications

1. Applicants must obtain certification as an Ad Valorem Residential Appraiser or Ad Valorem General Appraiser within three (3) years of hire date. Current county employees must possess licensure prior to reassignment, promotion, or career ladder advancement.
2. Applicants must not have any disciplinary actions from the Appraisal Board of Review, pending or otherwise.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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