



# Data Systems Coordinator

## Job Description

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

### Summary

Under general guidance and direction of Data Manager – Assessor, performs essential work processes to administer the computer-assisted mass appraisal (CAMA) system. Audits data in multiple databases for accuracy and consistency. Coordinates data transfer between databases and CAMA system. Facilitates user access for multiple databases and systems and provides data files for valuation and analysis.

### Essential Functions

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

1. Function as liaison with system vendors; communicate information needs to vendors, as authorized; recommend changes, as needed; train staff on system updates.
2. Access databases to administer CAMA system; maintain user roles and security levels; ensure only authorized users have access to edit property data; coordinate creation of new user accounts with the Information Systems department.
3. Facilitate data transfer between various systems used by the Assessor's Office; download and configure data reports, as needed; transfer data between the Assessor's Office, other County departments, and outside agencies, as needed.
4. Ensure completeness and accuracy of data for all parcels and property-related records across multiple systems; conduct regular audits for errors; provide audit results to appraisal staff and recommend corrective changes; implement data quality control measures and procedures; utilize geographic information systems (GIS) software and aerial imagery software, as needed.
5. Monitor data entered into and extracted from multiple systems; verify appropriate data formatting and system compatibility; notify appraisal staff of compliance and technical concerns and recommend improvements.
6. Ensure sales data is useful for valuation modeling; review and validate data.
7. Utilize structured query language (SQL) to perform data queries and integrate databases.
8. Monitor, research, and recommend hardware and software updates, advancements, and upgrades.
9. Research and address questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.

### For Office Use Only

Job Code: 3549  
Job Title: Data Systems Coordinator  
FLSA: Non-Exempt  
Effective Date: 1/19/2024  
Public Safety: No

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

### **Knowledge, Skills, and Abilities**

- Knowledge of database design, programming, and administration
- Knowledge of property record information
- Knowledge of assessment practices
- Knowledge of appraisal processes and techniques
- Knowledge of mass appraisal principles
- Knowledge of computer hardware and software related to duties
- Skilled in using various computer applications
- Skilled in querying databases
- Skilled in SQL
- Skilled in using computer-assisted mass appraisal systems, such as PUMA
- Skilled in utilizing geographic information systems programs
- Skilled in utilizing aerial imagery programs
- Skilled in reading, writing, and math
- Skilled in auditing large quantities of data
- Skilled in training staff on using appraisal databases and systems
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to receive and follow instructions

### **Supervisory Responsibility**

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

### **Work Environment**

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

### **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 typically sits at a desk and works for sustained periods maintaining concentrated attention to detail. The employee is regularly required to stand, talk, walk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The

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employee is occasionally required to lift or otherwise move objects weighing up to thirty (30) 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. Expected work hours are 8 am to 5 pm Monday through Friday, however there may be availability to work out a flex schedule ahead of time with department head approval. 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.
2. Three (3) years of experience related to data management or systems administration, including one (1) year of demonstrated work competence running database queries.
3. Equivalent combinations of education, experience, and demonstrated work competence that include a minimum of an associate degree may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with a certification as a Licensed Residential Appraiser with the Utah State Department of Commerce.
2. Preference may be given to applicants with assessing experience.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **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.

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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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