Real Property Data Manager

Job Description

Department: Assessor
Position: Career Service
Grade: 730
Supervisory: Supervisor
Reports to: Chief Deputy – County Assessor

Summary

Under general guidance and direction of the Chief Deputy – County Assessor, manages and evaluates collection and maintenance of property data. Ensures the accuracy, integrity, and accessibility of property to support timely completion of property valuations for the assessment roll.

Essential Functions

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

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Ensure completeness and accuracy of data for all parcels and property-related records; implement data quality control measures and procedures; ensure timeliness of data collection; utilize geographic information systems (GIS) software and aerial imagery software, as needed.
6. Discover escaped properties and calculate values; enter values in computer assisted mass appraisal (CAMA) system.
7. Value building-only properties; utilize generally accepted appraisal methods.
8. Identify comparable selection criteria for property valuation.
9. Ensure compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) and the International Association of Assessing Officers (IAAO); develop and conduct trainings for staff.
10. Defend established property values in local and state Board of Equalization hearings; review evidence provided by appellants and prepare evidence on behalf of the County.
11. Respond to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.

For Office Use Only
Job Code: 2543
Job Title: Real Property Data Manager
FLSA: Exempt
Effective Date: 9/27/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

Knowledge, Skills, and Abilities
- Knowledge of Utah Tax Code and the appeals process
- Knowledge of appraisal principles, terminology, methodology, and procedures
- Knowledge of state and local assessment code
- Knowledge of Utah County Rules and Regulations
- Knowledge of mass appraisal principles
- Knowledge of Board of Equalization procedures
- Skilled in supervisory techniques
- Skilled in producing narrative and statistical reports for real property
- Skilled in appraising real estate using income, cost, and sales comparison approaches to valuation
- Skilled in using computer assisted mass appraisal systems
- Skilled in using statistical programs
- Skilled in using computer applications including word processing, spreadsheets, assessment software, and databases
- Skilled in reading, writing, and math
- Skilled in preparing and analyzing statistical data
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to complete work assignments within tight deadlines
- Ability to effectively supervise, coach, and train others

Supervisory Responsibility
This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment
Work is divided between an environmentally controlled office setting and field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged 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.

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. The 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 shades of color and patterns. The employee is required to type, file, and lift office supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period 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 Real Estate, Business, or a related field.
2. Five (5) years of experience performing tax assessment or related appraisal activities, including two (2) years supervisory.

Preferred Education and Experience
1. Preference may be given to applicants who are certified as a General Appraiser.

Additional Eligibility Qualifications
1. Applicants must be certified as a Certified Residential or Certified General Appraiser.
2. Selected applicants must obtain designation as an Ad Valorem General Appraiser within two (2) years of hire date.
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.
4. 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.

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 _____