



CLASS SPECIFICATION

Class Title: Assessor Data Manager
Department: Assessor
FLSA: Non-Exempt

Class Code: 2288
Grade: 27
Eff. Date: 12/14/2021

GENERAL PURPOSE

Under general supervision of the Assessor, develops, tests and calibrates statistical models to estimate the market value of properties in Davis County and applies developed market values to all applicable properties.

EXAMPLE OF DUTIES

Uses statistical software such as SPSS, SAS, NCSS or R in conjunction with Computer Assisted Mass Appraisal (CAMA) software to develop, test and calibrate market based statistical models that are used to directly estimate the market value of properties based on various property characteristics. Defines sales sample for use in the analyses. Defines neighborhoods, LEAs and economic areas using the knowledge base of the assigned appraiser and/or appraiser assigned to land valuation. Selects property characteristics that are relevant to market value for use in the analyses.

Runs various forms of valuation (cost, income, sales comparison, multiple regression modeling, etc.) in order to value a universe of properties utilizing standard methodology, employing common data and allowing for statistical testing. Analyzes the data to create the most applicable market value. Tests results to determine statistical validity.

Analyzes data and ensures optimal quality, integrity and validity. Prepares and analyzes a variety of technical, statistical or narrative reports. Prepares sales ratio studies and audits for the Utah State Tax Commission.

Reviews the completed data and makes suggestions for corrections as necessary to the appropriate personnel.

Supervises and trains assigned staff; makes recommendations on hiring and promoting employees; schedules, assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses performance problems in a timely manner; disciplines employees as necessary.

Works with Residential Team Leads as a member of the department standards committee to ensure consistency throughout the department.

Supervises the creation, testing and calibrating of the statistical models used to value residential, commercial and vacant land properties.

Attends staff meetings and communicates with supervisor and Assessor regarding workload and future needs.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Bachelor's degree in statistics, math, or closely related field, plus six (6) years of full-time experience in statistics, math, real property appraisal or a closely related field. An acceptable combination of related education and experience may be considered.

2. **Special Qualifications:**

Must be licensed as a Certified Residential or Certified General appraiser with the Utah State Department of Commerce.

Complete all required courses for an Ad Valorem Real Property Appraiser by the Utah State Tax Commission within eighteen (18) months of hire date.

Must possess a valid Utah Driver License. New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. **Necessary Knowledge, Skills, and Abilities:**

Knowledge of: regression and statistical modeling techniques; mathematical, financial and statistical calculations; advanced quantitative statistics and regression theory, assessment practices; appraisal processes and appraisal techniques; filing systems of the County Assessor, County Recorder and County Treasurer; computer use of filing, sorting and data configuration; Standards of Appraisal Practice; the Code of Ethics; appraisal terminology, methods, mathematical formulas; building trades and construction terminology; various appraisal approaches to value for all types of real property; current regulations and property tax codes; research methods including data compilation, analysis, documentation and reporting of results; applicable computer software including spreadsheets, word processing, GIS and analytical software; basic accounting.

Skill in: driving of a motor vehicle; operating a motor vehicle in a safe manner; insuring motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: organize workloads and prioritize tasks to adhere to deadlines; work effectively in a dynamic environment, both independently and in a team setting; analyze appraisal data and draw inferences; apply mathematical principles to specific conditions; read plats and blueprints and find property according to descriptions; use mathematics in figuring square footage; determine proper classification of data input into database program; follow written and oral instructions; communicate effectively orally and in writing; utilize statistical software packages such as SPSS, SAS, NCSS or R to perform data analysis; conduct, organize, analyze and document information systems research; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**