



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Property Data Analyst  
Department: Assessors  
FLSA Status: Exempt  
Job Code: 63  
WC Code: A15  
Effective Date: March 01, 1996  
Last Revised: February 1, 2001  
Pay Grade: A15  
Union: AFSCME

#### SUMMARY

Collects, compiles and analyzes real property sales data to complete the Assessor's Ratio Study as related to the establishment of the County Assessment values. Assists field appraisers in determining values of property by completing special studies as required during each appraisal cycle. Work is performed under the direct supervision of the Assessor and close liaison with the Chief Appraiser performing routine though technically complex duties associated with statistically analyzing market sales data and, for commercial properties, income data to determine and then continually update properties fair and accurate values for properties in the County on which taxes will be assessed. Work results are reviewed for accuracy, completeness and compliance with statutes and regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Examines all documents relative to sales of urban, rural, commercial, and industrial real property. Confirms sales data by letter, telephone or personal contact. Tabulates data for ratio purposes.
2. Maintains property sales data in departmental files and on Assessor Plat maps.
3. Gathers and analyzes information from other County departments (Planning, Public Works, etc.), state agencies and private sources (realtors, financial institutions, contractors, etc.) to compute and present to Assessor recommended trending for new assessment rolls.
4. Prepares Assessor's Ratio Study as required by State statute.
5. Plans, organizes, supervises, evaluates, and coordinates computer assistance programs related to the property data analyst section.

6. Prepares materials for and appears in official proceedings to defend property indexing methods and results as necessary when appeals are made by the citizenry.
7. Cooperates with and assists Board of Equalization Appraiser in determining sales ratios.
8. Assists field appraisers in gathering and assembling sales data, construction costs, maps, public opinion data, and other background information pertinent to performing appraisal of properties. Assists in interpreting and analyzing such data.
9. Responds to citizen complaints and inquiries as required. Explains purpose and methods of property indexing.
10. Assists the Assessor in special projects, studies, assignments, and data collection.

#### SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of positions in this classification.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, mathematics, engineering, or related field; and three years experience in real property appraisals, one year experience working in an Assessor's Office; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. The incumbent must have the background to qualify as a field appraiser at the Property Appraiser II level.

#### JOB IMPACT

The most common consequence of error would result in a taxpayer paying a disproportionate share of taxes which could possible result in legal action.

#### JOB CONTACTS

Contacts are with various County and City departments, federal and state agencies to obtain pertinent data regarding the value of properties and the general public concerning the appraisal process.

#### LANGUAGE SKILLS

Ability to develop and maintain effective working relationships with other County departments, State agencies, private organizations, and the general public as required to gather and disseminate information related to work. Ability to communicate effectively both verbally and in writing.

#### MATHEMATICAL SKILLS

Mathematical aptitude to perform calculations. Ability to prepare clear and concise tabulations, presentations and reports relating to indexing and ratio studies.

#### REASONING ABILITIES

Ability to collect data, establish facts, and determine valuation factors.

#### OTHER SKILLS AND ABILITIES

Requires basic knowledge of modern property appraisal principles and practices, real estate laws and zoning regulations. Working knowledge of property descriptions, contracts and conveyances. Considerable knowledge of statistical analysis and ratio study techniques. Skill in the utilization of computer software to access/update data.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Certification by the State of Oregon Personnel Division per ORS 308.010 as an Appraiser; possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### PHYSICAL DEMANDS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Work is performed in an office environment and in the field when conducting inspections. Field work involves working in all types of weather conditions and in various types of terrain. The position is impacted by urgent time deadlines; repetitiveness in processing returns; the need to extreme accuracy and precision; and attention to fine detail.

### BACKGROUND INVESTIGATION

May be subject to background check depending on position assignment.

# PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Per DMV & Aerial Photograph Study
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversation/Phone
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

## Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

