

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SENIOR LAND ANALYST
CLASS CODE: 3538

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 8/13/2012
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general supervision of the Real Property Residential Manager, performs advanced analytical and statistical work in the valuation of land.

ESSENTIAL FUNCTIONS

Gathers data on trends and factors associated with land valuation and creates and maintains associated valuation tables and formulas within computer assisted mass appraisal system for valuation sub groupings.

Coordinates with Information Technology Department and vendors of oblique images and GIS software in providing training and support to appraisal staff, feedback to appraisal administration, and analysis of program performance.

Analyzes land sales and produces sales ratio reports.

Prepares supporting documentation of valuations and reviews final valuations for accuracy.

Acts as a liaison with the Utah State Tax Commission concerning partially assessed properties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: assessment practices, appraisal processes / techniques, current regulations, property tax codes, and applicable software applications, property valuation techniques.

Skill in: the utilization of statistical applications; comparing and analyzing data.

Advanced Skill in: manipulation of oblique imagery applications, utilizing multiple regression analysis tools, utilizing SQL applications on Oracle databases for ad hoc queries and reporting.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; identify and classify neighborhoods and neighborhood groups; communicate effectively orally and in writing; multi-task and complete work within deadlines.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: drives a motor vehicle; lifts or otherwise moves objects weighing up to 10 pounds; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is typically performed in an environmentally controlled office setting. Field checks are performed periodically and may require sustained periods of work outdoors, occasionally in hot, cold, or inclement weather.

EDUCATION AND EXPERIENCE

A completed bachelor's degree and two (2) years of property valuation work experience. Equivalent combinations of education and experience that include a minimum of two years of property valuation experience may also be considered.

LICENSING AND CERTIFICATION

- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicants must be Licensed or Certified as an Appraiser with the Utah Department of Real Estate.
- Applicants must be certified as an Ad Valorem Residential or Ad Valorem General Appraiser with the Utah State Tax Commission.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge