APPRAISAL ANALYST, SENIOR

The Senior Appraisal Analyst facilitates the department's production of data necessary to achieve broad department objectives. The work includes assessment of information needs, creation of systems and processes, analysis of workflow, and evaluation of software applications. This position is responsible for development of databases, modifying and maximizing use of software programs for specific department needs and developing quality assurance and quality control procedures to assure integrity of the systems and databases.

CLASSIFICATION DISTINCTIONS

This classification is the journey level, fully functioning Senior Appraisal Analyst; the second level within the Appraisal Analyst job family. At the Senior Appraisal Analyst level, incumbents are expected to perform with considerable independence to conduct advanced sales and statistical analysis, prepare market research studies, design and interpret complex reports and studies, and enhance business processes to continuously improve the efficiency and accuracy of appraisal systems. The position interacts extensively with industry professionals, system and software vendors, and other county and office employees. The position receives supervision from the Commercial Appraisal Manager and works directly with information technology professionals, including office Department Information System Coordinators (DISC), to support office projects and ensure continuity of critical business processes and activities.

At the first level, Appraisal Analysts use the processes and systems created by the higher level analyst in the course of performing complex analysis. This second level is distinguished from the first level by the extent of independence, complexity of tasks and responsibilities to include leading projects, identifying and implementing operational improvements as well as having advanced knowledge of the Computer Assisted Mass Appraisal (CAMA) system and peripheral applications.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Incumbents working in the Senior Appraisal Analyst position will retain the typical tasks and responsibilities required of the Appraisal Analyst level:

- Conduct statistical analyses of appraisals in relation to appraisal standards, cost data, sales data and department goals.

- Select and statistically analyze real estate sales and make recommendations to user groups regarding such things as property values, assessment uniformity, and market trends.

- Review real estate excise tax documents, applying Department of Revenue guidelines and IAAO standards to determine sale quality; input sales data into CAMA system.

- Audit data processing reports to investigate and correct discrepancies.

- Assist with complex appeals and hearings with the Board of Equalization and State Board of Tax Appeals.

- Perform general appraisal duties to support office programs and mandated functions of the Assessor's Office.

In addition to the skills required at the Appraisal Analyst level, incumbents working at the Senior Appraisal Analyst position are responsible to learn, understand and manage the pertinent areas of both the CAMA model and cloud based solutions which affect valuation outputs. Examples are: Run mass updates; modify or add improvement cost tables; create and edit land tables; analyze, create and edit depreciation schedules; create and edit income schedules; develop and input Annual Adjustment (AA) indexes; modify values and/or property characteristics using stored procedures provided by IT and similar technical activities designed to accomplish the appraisal duties of the Assessor's Office. Additional duties may include:

- Perform and analyze advanced statistical studies of data such as real property market transaction and real property values using techniques such as mathematical modeling, matrix algebra, linear, multiple and logarithmic regression analyses.

- Perform complex analytical duties relative to producing the annual DOR sales ratio and recalculation study, and further development of computer assisted valuation techniques specific to income generating properties.

- Learn the operating and functional capabilities of the CAMA system and assist the commercial staff in developing and implementing commercial property valuation models within the system, in addition, working as a liaison with the DISC and other department personnel to maintain commercial elements in the CAMA system.

- Oversee the completion of a variety of special studies, which includes construction costs and cost models, rental and lease data and market trends including development of cap rates.

- Determine design standards for future technological automation and design tools such as electronic field sheets, automated workflows, procedural documentation, check lists and quality assurance checks and charts.

- Develop instructions and assist in end user training, implementation and testing of computer systems, software and databases.

- Assist the Commercial Appraisal team in developing and maintaining mass appraisal tables in the CAMA system.

- Identify areas in the commercial appraisal process requiring special attention, making associated recommendations to the Commercial Appraisal Manager.

- Perform related duties as required.

QUALIFICATIONS

Education and Experience: An associate's degree with major course work in business administration, real estate, appraisal, economics, accounting, statistics or other related field and five to ten years prior appraisal experience involving the use of computer systems and statistical analysis. A bachelor's degree is preferred. Appraiser accreditation issued by the Department of Revenue must be achieved within six (6) months of appointment. Certification by the state DOL as a General Real Property Appraiser is preferred.

Knowledge of: principles and application of residential and commercial appraisal techniques; CAMA modeling; principles of construction, including building materials; property appraisal and revaluation legislation, statutes and requirements; various desktop and cloud based computer applications such as mapping, spreadsheet, database and word processing programs; real estate laws and regulations; communication skills needed to provide feedback to employees; mathematical theories and principles such as interpolation, extrapolation and sampling; techniques of statistical analysis; written and oral presentation techniques and communication skills needed to provide feedback to employees.

Ability to: apply knowledge of residential and commercial appraisal techniques to the analysis of appraisal and sales data; analyze data, statistics, computer programs, and information needs and draw conclusions; use and explain the use of various computer software programs; prepare and present clear and concise reports; interpret and apply appraisal techniques to data processing systems; communicate clearly, both orally and in writing; establish and maintain effective working relationships with appraisers, realtors, contractors, computer programmers and others. Any combination of education and experience which may reasonably be expected to provide the knowledge, skills, and abilities is qualifying.

WORK ENVIRONMENT AND PHYSICAL DEMAND

The majority of work of the class is accomplished primarily in an office setting. Some work is performed indoors and outdoors at sites throughout the county and necessitates operating a personal vehicle to travel to inspect properties. Other essential tasks include spending significant portions of the work day at a computer terminal, extensive use of the telephone, reviewing and working with complex statistics and other forms of data.

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