SALES DATA ANALYST

CLASS SUMMARY: To analyze real property sales; to prepare reports and statistical summaries on such sales for use in property appraisals; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Appraisal Manager. Receives technical and functional supervision from Senior Sales Data Analyst. Exercises functional and technical supervision over assigned personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Analyzes property sales and various economic variables that influence property appraisal and valuation methods; identifies market trends and develops valuation models based on sales studies to accurately reflect market conditions.
2.	Performs ratio and indexing studies as mandated by state statutes.
3.	Assists in the development of an annual work plan and sales data program.
4.	Classifies property sales into correct classifications such as urban, rural, commercial and farm; reviews and maintains property classification program.
5.	Coordinates staff personnel performing special appraisal or sales studies.
6.	Develops computer reports and sales information listings for property appeals; appears at hearings and describes assessment methods as necessary.
7.	Maintains computerized and manual sales records.
8.	Participates in the selection and assists in the evaluation of staff; provides orientation and on-the-job training to assigned personnel.
9.	Interprets sales data to appraisal staff.

Knowledge of (position requirements at entry):
- Principles, practices, techniques and methods used in residential, commercial, farm, mobile home and land appraisal.
- Economic and environmental variables affecting property valuation.
- Principles and practices of real estate including the preparation and use of recorded instruments such as deeds, mortgages and related contracts.
- Descriptive and inferential statistical methods.
- Computer statistical programs and data processing applications.
- Cartographic methods.
- Oregon Revised Statutes, Department of Revenue Administrative Rules.

Ability to (position requirements at entry):
- Evaluate, analyze, interpret and apply statistical techniques to appraisal data.
- Understand and evaluate appraisal reports for a variety of properties.
- Prepare and interpret sales ratio studies, market trends and related technical data.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):
Equivalent to a Bachelor's degree from an accredited college or university with major course work in statistics, economics, business administration or a related field. Two years of responsible residential, rural and commercial property appraisal experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require): Designation as a Registered Appraiser under provisions of ORS 308.010. Possession of a valid Oregon driver's license at the time of appointment.

NOTE: This position is represented by AFSCME Local 2831.
Classification History:
FLSA Status: Exempt