SALES ANALYST JOB DESCRIPTION

LEWIS COUNTY
— est. 1845 —

Job Title: **Sales Analyst**

Job Code: **AS117**

Pay Grade: **23**

Effective Date: **May 2012**

FLSA: **Non-Exempt**

Revision Date: **May 2012**

NATURE OF WORK

Under general supervision, provides technical support functions to the Assessor's Office by analyzing sales and property transactions through programming, data manipulation, and statistical analysis; analyzes property sales for validity and market value in order to improve property assessment accuracy and uniformity; and performs other related duties.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides for the fair and equitable assessment of new construction and existing commercial/industrial property located within the County by analyzing property sales and transactions.
- Collects, compiles, analyzes, and maintains market transaction data on commercial/industrial property.
- Develops and maintains valid property and sales files and records; develops and maintains sales book of residential, commercial and land sales for the use by the Assessor's Office staff and the public.
- Determines validity of property sales, and assigns validation coding for state ratio study; defends appraisal work and value conclusions to property owners, tax representatives, attorneys, accountants, Department of Revenue, Board of Equalization, State Board of Tax Appeals, and other public agencies.
- Completes annual ratio study of property values to adjust property assessments to market value.
- Develops management information, statistical data, and property sales analysis, including ratio studies, graphs, charts, and reports; compiles and develops data for mandatory reporting.
- Analyzes residential new construction, updated building cost data, and commercial rent/income data for the computer assisted mass-appraisal (CAMA) system; performs property research, discovers new construction, determines value, and adds property to the tax roll.
- Meets with Central Services, Assessor, Treasurer, and Auditor to assess and analyze problems and needs; develops and proposes means, changes, and acquisitions.
- Assists departments to prepare requests for systems upgrades.
- Maintains the confidentiality of financial information.
- Participates in staff meetings; provides ideas for improvement in department functions and services.
- Researches changes in the natural and economic environments affecting property values.
- Analyzes and formulates data used by residential appraisers to establish property values; researches, verifies, and compiles market transactions and comparable sales data for use by appraisal staff.
- Develops and compiles comparable sales instrument for appraisal staff before start of revaluation commencement date.
- Prepares and maintains a variety of appraisal records and documentation; performs online date entries and calculations; assists in maintaining the departmental sales database.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking; exposure to variable weather conditions is involved.

DISTINGUISHING CHARACTERISTICS:

This is the senior-level specialist position in the Appraiser job series. This class differs from the Appraiser by complexity of work assigned, computer analysis skills required, and the requirement to perform independent research and validation of property valuation data for use by the Appraisers.

EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration, Economics or Finance with emphasis in statistics and market analysis; AND four (4) years of experience appraising real and commercial property, and using computer statistical modeling tools; OR an equivalent combination of education, training and experience.

State of Washington Real Property Assessment Accreditation is required; must possess a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- State laws and evaluation standards governing the appraisal function.
- Microsoft Windows NT 4.0 and office suite, and specialized software applications, including Visual Basic, MS Access, PowerBuilder, SQL/SQR, and Oracle database and applications.
- Appraisal principles, practices, and procedures.
- Methods, procedures, and techniques for compiling and analyzing property data.
- Appraisal databases and internet technical knowledgebase services, including CAMA system.
- Departmental records, reports, and documentation.

Skills in:

- Researching and assessing valuation issues, comparison standards, and technical documents.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing appraisal issues, developing recommendations, and writing reports.
- Organizing, analyzing, and interpreting complex information and data.
- Using specialized computer software applications to design statistical data models.
- Applying statistical methods and models to establish accurate property values.
- Coordinating and performing a variety of skilled real and personal property appraisal functions.
- Exercising sound judgment, fairness, and accuracy in appraising property market and values.
- Compiling, analyzing, interpreting, and validating property and market sales data.
- Researching and interpreting maps, blue prints, and property legal descriptions.
- Establishing and maintaining effective working relationships with other staff, County departments, property owners, community groups, and outside agencies.
- Responding professionally, effectively, and efficiently to customer service requests.
- Preparing and maintaining accurate appraisal records.
- Communicating effectively verbally and in writing.