

SALES ANALYST STATISTICIAN

The Sales Analyst Statistician conducts statistical analyses of appraisals and sales and prepares reports and statistical summaries for use in real property appraisals. The work involves applying considerable appraisal knowledge to the gathering and evaluation of statistical data, translating data into an input format and preparing complex reports using computer based systems.

CLASSIFICATION DISTINCTIONS

This is the first level appraisal systems and statistical analyst classification. At this level, the statistician uses the processes and systems created by the higher level in the course of performing complex analyses. Much of the work at this level involves researching, verifying, and analyzing data. The class is distinguished from the higher level in that the creation of systems and processes are done at the higher level.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Conduct statistical analyses of appraisals in relation to appraisal standards, cost data, sales data and department goals.
- Perform continual audit of all sales reports to insure accuracy.
- Select and statistically analyze real estate sales and make recommendations to user groups regarding such things as property values, assessment uniformity, and market trends.
- Work with the Appraisal Systems Analyst in reviewing real estate excise tax documents, applying Department of Revenue guidelines to determine sale quality; input sales data into sales analysis system.
- Audit data processing reports and investigate and correct discrepancies.
- Performs related tasks as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree with major course work in appraisal, economics or a related field and three to five years prior appraisal experience involving the use of computer systems and statistical analysis. Certification as a General Real Property Appraiser is preferred.

Knowledge of principles and application of residential and commercial appraisal techniques; property appraisal and revaluation legislation, statutes and requirements; principles and elements of computer programming, personal computers and available software packages; mathematical theories and principles such as interpolation, extrapolation and sampling; techniques of statistical analysis; written presentation techniques.

Ability to apply knowledge of residential and commercial appraisal techniques to the analysis of appraiser 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 work of the class is accomplished primarily in an office setting. Some work necessitates operating a personal vehicle to travel to inspect properties throughout the County. Other essential tasks include spending significant portions of the work date at a computer terminal, extensive use of the telephone, reviewing and working with complex statistics and other forms of data.

Revised 2/96

Office use: 6/22/00