ASSESSING DATA ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature involving responsibility for reviewing and analyzing financial data of commercial and income producing properties within the Town. This data assists the Assessor in properly evaluating the assessments of such properties using an income to market value approach. Duties also include programming, upgrading and customizing databases and queries in order to manipulate data, creating mass appraisal models and presenting data in a manner that is useful for real property evaluation. The work is performed under the general direction of the Assessor. Does related work as required.

TYPICAL WORK ACTIVITIES:
Reviews and analyzes financial materials such as tax returns and income and expense statements of commercial and income producing properties within the Town;
Performs commercial income/expense analysis by designing a valuation database for each applicable use of commercial property including information on property identification, rental/income returns, vacancy rates, income/expense ratios and capitalization rate components;
Performs data analysis, ratio studies and other statistical techniques to quantify and interpret computer assisted valuation models;
Works with software tools, manipulates data and runs reports and queries;
Creates, prepares and maintains a variety of periodic and special reports, statistical data and records that support recommendations with accurate and relevant data;
Assists Assessor in the analysis of valuation reports and development of computer valuation models;
Assists Assessor in preparation of the Town annual statement and Town Supervisor's annual statement;
Assists the Assessor with preparation of the budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of basic accounting principles, practices and procedures; good knowledge of the use and capabilities of computer hardware, software, computer database and spreadsheet software; ability to collect and analyze valuation data; ability to query databases to create a variety of reports; ability to understand and interpret complex written and tabular material; ability to adapt and/or design software applications to meet user needs; ability to use computer software appropriate to an Assessor's office including PAS, SPSS and ACT*.

MINIMUM QUALIFICATIONS:
1. A Bachelor's degree or higher in Accounting or Finance which included or was supplemented by 15 credits in computer science and two (2) years of paid work experience which substantially involved the maintenance of financial records requiring the application of accounting principles and practices; or

2. A Bachelor's degree which included or was supplemented by 24 credits in accounting and 15 credits in computer science and two (2) years of paid work experience which substantially involved the maintenance of financial records requiring the application of accounting principles and practices.

*To be demonstrated during the probationary period.

R.C.D.P.   (10.12.2010)   06.03.2015
Competitive