



Property Analyst

Department	Property Records	Classification	Grade 15
Reports to	Assistant Property Records Director Property Records Director	Unit	AFSCME Local 2768 General Non-Supervisory Unit
Supervises	N/A	FLSA Status	Non-exempt

Position Description

The purpose of the Property Analyst position is to perform research, analysis, reporting and communications on a wide range of policy, programmatic and performance matters related to property assessment, taxation and recording.

The position is responsible to identify, deploy, and analyze business performance of technology and process improvement solutions. Within this area responsibility includes data mining and reporting, develop standard and specialized reports, document and present analysis, as well as options and recommendations to department leadership for use in establishing process improvements, department objectives and key performance measures.

Serve as a key resource to the Department. Work requires customer responsiveness, excellent communication skills, resourcefulness, sound critical thinking and problem-solving skills, project coordination, data management skills.

Essential Duties and Responsibilities

Sales

- Assist with all aspects of the creation of the sales ratio studies including sales edit listing.
- Analyze sales data to make suggestions for valuation-model changes.
- Run reports checking for the appearance of sales chasing.

Reports

- Develop ad hoc reports using appropriate software to extract data from various systems to be utilized within presentations to leadership, staff and key stakeholders.
- Generate reports and analyze data using SQL, GIS, and Microsoft Office products ensuring the integrity of the reports.
- Perform queries, research projects, and reports of complex nature as requested by elected officials, cities, townships, lake associations, private companies, and the media.
- Provide on-going service and support to management and staff through the use of ad-hoc query tools to extract data, update files, append records, and delete assessment data in the CAMA (Computer Aided Mass Appraisal)/Tax System.

Assessment

- Perform property valuation, with an emphasis on interpreting property tax laws, develop processes and recommend process improvements.
- Process recorded transfer and split/combine documents: verification of ownership, update parcel records and establish value to records as required to the accuracy and integrity of the County CAMA and property tax system. Calculate property tax estimates based on new parcel data.

- Transfer property assessment data into the CAMA system, generate and proof reports to verify integrity of the data to ensure the records are accurate and comply with state and county policies.
- Perform regression analysis using CAMA system to establish ad valorem values for real and personal property.
- Extract and proof information used to calculate aid for local governments, track how the property tax system is working and monitor the quality of property assessments to ensure the Minnesota Department of Revenue accepts and certifies files and reports.
- Work with Certificates of Real Estate Value, sales studies to obtain sales information for properties and examine income records and operating costs for income properties to aid in the establishment of property values using mass appraisal techniques. Utilize referenced data to develop market rents for income approach to value.
- Respond to citizen inquiries regarding assessment, taxation, ownership and property recordings.
- Perform back up responsibilities: process and verify property sales; property inspections; Vital Records or Passports; tax functions as assigned.

Administration

- Lead to monitor and interpret legislative changes that affect assessment and property taxation, make changes to computer processes and work with the vendor to develop programming solutions as necessary.
- Assist Department in the administration of solution-based programs including: planning; identification of needs; creation of solutions; program expansion; security; technical support; research of new trends and technology; establishing and monitoring compliance of procedures and standards.
- Manage the Department's website content, software applications, and technology enterprise.
- Coordinate system enhancements, development and functionality with vendors to ensure compliance with the State of MN property tax laws and guidelines.
- Serve as a mentor and resource to Accredited Assessors and Property Record Specialists, provide technical direction, training and assistance to ensure work quality and application of department standards.
- Interpret and review local assessor field work to determine compliance with established policies, procedures, laws and regulations. Update and maintain data within CAMA system and sketching software. Provide for support of Department mobile devices, functionality and administration.
- Regular attendance on the job.
- Perform other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- Bachelor's degree in a related field and 3 years relevant work experience or equivalent combination to successfully perform the essential duties of the position (totaling 7 years).
- Accredited Minnesota Assessor designation or obtain within 4 years of hire.
- Successfully pass a pre-placement screen contingent upon a job offer.
- Obtain tax calculation certification within 1 years of hire.

Knowledge, Skills and Abilities

- GIS and SQL.
- Problem solving, mathematical, statistical and analytical skills to troubleshoot and resolve errors.
- Judgment and decision-making skills.
- Prioritize work, exercise effective time management and multitask in a high volume, time sensitive environment.
- Gather and analyze data, identify problems, develop solutions and contribute to policy and procedure development.
- Analyze legal documents, state statutes, rules and policies applicable to Minnesota property tax assessment, tax calculation and reporting requirements.
- Achieve consistently high levels of productivity, accuracy, to operate large and complex databases, and to recognize, recommend and implement needed improvements to processes and systems.
- Establish and maintain effective working relationships with internal and external customers.
- Attend trainings/meetings, on an as needed basis, via a reliable means of transportation.

Preferred Qualifications

- Work experience in SQL Development.
- Work experience in Database Management and Analysis.
- Licensed MN Assessor.
- Work experience with GIS and related tools.

Physical Requirements (No Screen)

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

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