**Allen County**

**Job Description**

**SENIOR DATA ANALYST**

Department: Assessor’s Office FLSA Status: Non-Exempt

Classification/Level: Professional, PG-7 Date: 4/2023

Under the direction of the County Assessor, the Senior Data Analyst is responsible for all technical and compliance related activities, including annual reporting and balancing of values and data with the County Auditor and Department of Local Government Finance. The Senior Data Analyst is responsible for research, budgeting, development and implementation of new tools and technology for better efficiency and workflow. This position is covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

**ESSENTIAL FUNCTIONS:**

* Prepares data and files for data transfers to State and County Auditor. Reports and balances real estate, personal property and mobile home files with County Auditor and Department of Local Government Finance (DLGF).
* Maintains and updates multiple data bases that are the basis for many different programs utilized throughout the office, including customizing vendor programs, for increased office flexibility.
* Audits, maintains and updates CAMA database for general assessment work to ensure data compliance.
* Maintains and updates database and software for field tablet reassessment application and corresponding office and reporting applications.
* Maintains and updates assessment data for use in ArcMap.
* Administrator for INcama, Pictometry, Eagleview, and Tablet Reassessment Application.
* Troubleshoots and works closely with vendors and other departments to quickly remedy issues related to compliance or software malfunctions.
* Researches and plans for updates to tools and technology for budgeting and increased efficiency.
* Prepares and maintains tablets for field application.
* Works with vendors to develop new tools to optimize work flow.
* Coordinates, tracks and manages technical projects with multiple departments and vendors.
* Updates Assessor’s website; coordinates with GIS Department to update and revise COMPS website; coordinates with LOW and Auditor’s Office to update PATI website.
* Researches and analyzes market data and methodologies for setting assessed values throughout Allen County and uses independent judgment to determine how this information best applies and is used within ratio studies, land studies and appeal procedures. This includes ensuring compliance with IAAO and USPAP standards, as well as Indiana Code and DLFG guidance.
* Conducts preliminary hearings with taxpayers and provides expert testimony to the Allen County Property Tax Assessment Board of Appeals (PTABOA) and Indiana Board of Tax Review (IBTR).
* Provides computer and program assistance to staff.
* Conducts field inspections for appeals, reassessments, and sales verifications—mainly for large or unique properties that fall outside of typical methodologies.
* Uses Excel and reporting software to generate unique data reports for public requests and internal data analysis.
* Prepares and presents presentations for training of employees. Presentations may also be used for training across the state.
* Performs all other duties as assigned, including overtime as required.

**REQUIREMENTS:**

* Bachelor’s degree or Assessment Administration Specialist (AAS) Designation required
* Ability to obtain and maintain a Level III Indiana Assessor-Appraiser within two years of employment
* Valid Driver’s License to conduct on-site assessmentS
* Strong written and verbal communication skills and tact to explain complicated information to taxpayers
* Strong computer skills including the ability to use Microsoft Office, CAMA, ReportBuilder, SQL Server/Management Studio, Crystal Reports, ArcGIS and associated programs, and Pictometry
* Knowledge of how databases are structured to pull and import data for reports and public requests, and creating files and tables for use inside different databases
* In depth knowledge of multiple programming languages for detailed analysis and troubleshooting of programs and data
* A firm understanding of statistics and algebra for analyzation and modeling
* In depth knowledge of IAAO and USPAP assessment standards, state tax law and case law.
* Strong analytical skills, organizational and planning skills, and technical skills

**PERFORMANCE EXPECTATIONS:**

The Senior Data Analyst performs work that is broad in scope and involved many complex and significant variables. The work consists of generally accepted, but not always clearly applicable guidelines. Judgment is needed in selecting the most pertinent guidelines, in interpreting precedents, and in adapting standard formulas, methods, or procedures to fit facts and conditions.

**RESPONSIBILITY:**

The Senior Data Analyst is responsible for all technical and compliance related activities. The Senior Data Analyst has freedom of decision making and application of changes in assessment methods in alignment with IAAO and state and local guidelines.

**PERSONAL WORK RELATIONSHIPS:**

The Senior Data Analyst maintains frequent contact with other county employees and tax payers regarding the PTABOA and residential assessment.

**WORKING CONDITIONS:**

The Senior Data Analyst works in a standard office setting and performs on-site inspections requiring some standing, walking and frequent sitting. Some lifting of up to twenty pounds, bending, pushing and/or pulling loads, reaching over head, kneeling, and crawling are required. Frequent typing including proofreading, attention to detail, monitoring equipment and detailed inspection is required. Some exposure to temperate extremes, noise and noxious odors/fumes is to be expected.

**SUPERVISION:**

None

**LICENSING:**

Ability to obtain and maintain a Level III Indiana Assessor-Appraiser within two years of employment

Valid Driver’s License to perform on-site assessments

**IMMEDIATE SUPERVISOR:**

Chief Deputy Assessor

**HOURS:**

37.5 hours/week; overtime as required

**EEO CATEGORY:**

0102

**WORKERS’S COMP CODE:**

9410

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_