

WASHINGTON COUNTY
Job Description
JOB TITLE: Research Analyst

Exempt (Y/N): No

DATE PREPARED: Sept. 2015

DEPARTMENT: Assessor

SUPERVISOR: Chief Deputy of Real Estate

SUMMARY:

The Research Analyst position has varied responsibilities in assessment practices requiring a working knowledge of all aspects of the assessor's office including real estate and personal property assessment and procedures. Under the direction of the **Chief Deputy of Real Estate** and with mapping support from the Geographic Information Systems (GIS) Department, the person in this position is primarily responsible for corrections of ownership and mapping of problems regarding real estate parcels. This requires maintaining quality control on all real property legal descriptions for real estate parcels as well as personal property assessments, totaling over \$16.4 billion in appraised value, in Washington County. The Research Analyst must use proper research and analytical skills as well as having an understanding of current assessment practices and mapping principles to correct: legal descriptions, correct placement of parcels on the cadastral map, correct vesting of title and to insure valid transfer history on assessment records. These corrections will include: splitting, combining and voiding of parcels, performing necessary digital mapping changes, maintenance of digital files of all pertinent documentation and the collection of physical examples as needed. The Research Analyst shall communicate directly with appraisal personal to establish correct values in the Computer Assisted Mass Appraisal (CAMA) system. The person in this position will often be required to communicate with the general public, property owners, title and abstract companies, surveyors and engineering companies, real estate companies, attorneys, the assessor's staff, county departments, school district representatives, municipalities, other county personnel, the USA's Forest Service, Bureau of Land Management, The Army Corp of Engineers, the State of Arkansas' Commissioner of State Lands, and State Highway Department concerning findings and changes. The Research Analyst is responsible for real estate projects as directed by the Assessor's Office including but not limited to: the county boundaries, section corners and Township & Range locations and any other findings that require cadastral map and vesting adjustments. The scope of these projects may affect the boundaries of adjoining counties and the State of Oklahoma requiring coordination with these entities. The person in this position shall have the ability to communicate any findings verbally, in written reports and in formal presentations. The Research Analyst is also required to assist with personal property assessment as needed. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be able to work with minimal supervision. The person in this position must be capable of exercising good judgment and making subjective decisions when necessary. The work performed requires judgment in the application of established guidelines for specific situations, with instruction or assistance from a supervisor on problems in unusual cases. Accuracy is a very important factor in this position. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. The Research Analyst must be familiar with research practices including the ability to research electronic indexes and hard copy archival files at the city, county, state and federal level to retrieve documents that relate to parcel description and correct vesting.
2. Must have the ability to read and interpret legal descriptions, maps, subdivision plats, surveys and aerial imagery and other GIS related information to discern property boundaries.
3. Must possess the ability to read and comprehend all relevant documents pertaining to real property transfers of vesting.
4. Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations.
5. The Research Analyst must also have the ability to research indexes of Arkansas Code for pertinent laws related to Real Estate transfers and must be able to apply those laws as related to the Assessor's constitutional responsibilities as directed.
6. Must be able to understand and adjust digital data to map written legal descriptions on parcel maps, including the ability to use GIS mapping in the research process to reflect the parcel changes (splits, adjustments, combinations, and voiding) to determine the graphical representation of parcel boundaries accordingly.
7. Must use appropriate quality control practices to maintain the integrity of the cadastral map regarding surrounding parcels when making adjustments and corrections to a particular parcel.
8. The Research Analyst must have the ability to enter ownership changes and record documentation for changes in vesting in the assessment record using the CAMA program, including the ability to process deeds resulting in parcel splits and digitally map new parcels as well as adjusting adjoining problem parcels using GIS software.
9. Must have the ability to update assessment records in the Computer Assisted Mass Appraisal system to reflect split parcels and newly created parcels.
10. Must be able to develop and print digital maps and other appropriate reference material for appraisers doing field checks.
11. Must be able to use GIS related software to develop and print maps for customers and interoffice use.
12. Must be able to assist the Real Estate Supervisor/Amendment 79 Administrator and Senior Appraiser in determining the appropriate valuation increases as defined by Amendment 79 to all re-priced real estate parcels.

13. Must be able to update assessed values as necessary to accommodate ownership changes and parcel splits both for the current year and previous years using the necessary corrective documents.

14. The research analyst will assist the public in person and over the telephone in all aspects of the assessment process.

15. Must be proficient with using digital maps and/or aerial photos to determine proper placement of improvements for parcel splits and review parcels for improvements make to properties to maintain accurate assessment records.

16. As necessary, contact abstractors, attorneys, and property owners to clarify deed information for proper assessment.

17. The Research Analyst must perform extensive research to resolve irregularities, and identify errors in deeds, as well as contacting appropriate entities (lawyers, title companies, banks and other financial institutions) to make them aware of the mistake and the need for correction of the deed for the assessment records.

18. Must be able to assist deputy assessors in all areas concerning real estate and personal property assessment as needed and serve as backup on telephones, which will require successfully cross-training in personal property assessment.

19. Must be able to use titles and/or Bill of Sales, to assess personal property of individuals and businesses by phone, fax or email and in person. This includes vehicles, boats, planes, trailers, motorcycles, ATV' s motor homes, livestock, etc.

20. Make personal property assessments both in person and by phone, mail, email, fax, and verify online assessments.

20. Must perform all liaison activities in a professional manner to insure maximum cooperation between and among County and other agencies.

21. The Research Analyst will ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington, County.

22. Must be able to work independently concerning daily tasks and on-going projects with minimum supervision.

23. Other projects as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or GED; Bachelor's degree in a related field with two years of experience working with geographic information systems or an Associate's degree in geographic information systems or geography is preferred. The Research Analyst position requires a general

knowledge of surveying, title research practices, Geographic Information System (GIS) theory and technology, GIS software applications, cadastral mapping, real property assessment practices and record keeping and personal property assessment. Other combinations of experience and education that meet the above requirements may be substituted.

LANGUAGE/COMMUNICATION SKILLS:

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, and general public and elected officials.

OFFICE EQUIPMENT & COMPUTER SOFTWARE:

Machine skills include computer and Internet, calculator, Fax machine, copy machine, and typing skills. Computer programs and software utilized include: Computer Assisted Mass Appraisal software; ESRI's ArcGIS or Arc Reader software; and Microsoft Office Products to include Word, PowerPoint, and Excel, Access; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle or feel objects. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision and the need to view a computer screen for extended periods of time. Employees must travel to different sites and locations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions