



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Chief Analyst

FLSA: Non -Exempt

DEPARTMENT: Assessor's

REVISED:

Summary: Under general direction, provides assistance with coordinating the operations and activities of the Laramie County Assessor's Office; assists with ensuring fair and equal assessments to all Laramie County taxpayers.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Responsible for statistical analysis of property data and sales market data for purposes of establishing levels of value for real property.
- Verifies sales information provided on statements of consideration.
- Works in full cooperation with other staff members to establish correct data) appraisal & administration characteristics); sales information; changes, permits; final levels of value; neighborhoods & appraisal areas.
- Maintains and monitors records; ensures compliance with State regulations.
- Provides customer service assistance to taxpayers and other relevant parties; answers questions and conveys information on the assessment processes.
- Responsible for development of statistical analysis and valuation procedures to comply with audit standards of State Board of Equalization.
- Prepares and submits reports to the State Board of Equalization and other outside agencies.
- Understand and apply cadastral mapping processes and incorporate maps into neighborhood and land economic area analysis.
- Understands and applies the IAAO standard on assessment ratios.
- Incorporates industry accepted mass appraisal theory in all analysis of values.
- Testifies at County Board of Equalization (CBOE) hearings.
- Performs other duties as assigned or required.
- Liaises with other State and local agencies.



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Knowledge and Skills:

- Knowledge of all aspects of Assessor Office activities and operations.
- Knowledge of computer aided mass appraisal systems.
- Knowledge of appraisal theory and practices.
- Statistics, sales ratio, and modeling principles.
- Working knowledge of statistical software (SPSS) and ability to extract data from oracle data base using Microsoft Access software.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamental of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Knowledge of statutory requirements in relation to tax rolls, assessment records, and reports.
- Knowledge of County Board of Equalization activities.
- Skill in assisting with coordinating Assessor Office operations, services and staff.
- Skill in ensuring compliance with statutes, laws and regulations applicable to assessor activities.
- Skill in providing assessor information to taxpayers and other relevant parties.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in liaising with various internal and external parties in relation to Assessor Office activities.

Minimum Qualifications:

High School Diploma or equivalents, AND five (5) year's experience in property assessment or appraisal; or equivalent combination of education, training and experience.
Must have State of Wyoming Property Appraiser Certification.
Must have a valid driver's license.