

Sales Analyst

Dept: Tax

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work collecting and analyzing market information to be used for valuation, sales ratio, and appeals process, and related work as apparent or assigned. Work is performed under the limited supervision of the Real Property Appraiser Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Collects qualified market data through reading deeds, contacting sellers, buyers and multiple listing services.
- Maintains sales history file, keying in sales information after determination of qualification.
- Verifies data for discrepancies.
- Performs data entry.
- Maintains property photographs.
- Analyzes market data, neighborhood information, types of sales and improvements and history graphs to provide statistical background of data.
- Assists with creating and maintaining various records, reports and spreadsheets.
- Audits data used to calculate new values due to new construction, zoning changes, splits, merges, etc.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of standard office equipment, hardware and software; general knowledge of property valuation techniques, rules and regulations applicable to property valuation and economic research; general knowledge of research and statistical techniques; general knowledge of computer systems and applications in work projects; ability to analyze and evaluate economic data and information and to formulate logical conclusions and recommendations; ability to make arithmetic computation using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to develop, prepare, and disseminate marketing and informational materials; ability to develop and maintain information resources; ability to write and speak concisely and articulately; ability to establish and maintain effective working relationships with county officials, representatives of other agencies, private sector developers, businesspersons, and the general public.

Education and Experience

High school diploma or GED and one to three years experience working with statistics, marketing research, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and occasionally requires standing, walking, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and

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analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina Department of Revenue Real Property Appraiser certification within one (1) year of hire.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date