

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV76892</b>
<b>Job Class Code:</b>	<b>420</b>	<b>Salary Schedule:</b>	<b>ASRRCAMA</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>12/01/98</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Statistics, Statistical Research and Economics Series

**JOB CODE TITLE:** COMPUTER ASSISTED MASS APPRAISAL SPECIALIST II

**HRIS TITLE:** CAMA SPCT II

**CHARACTERISTICS OF THE CLASS:** Under general direction, is responsible for supervising the work of subordinates performing statistical research and computer programming as applied to the design and development of computer assisted mass appraisal models and enhancements; heads a project team performing research studies using statistical analysis, multiple regression, and descriptive and inferential statistics to design and program property valuation models; supervises the development of specialized computer program for analysis and application of valuation models on both the personal computer amd mainframe computer systems; instructs County Assessors and their staff in understanding and using valuation models, sales retio reports, and statistical reports; makes informal recommendations concerning system enhancements to the Unit Manager, performs related work as required.

**EXAMPLES OF DUTIES:** Supervises the development of computer assisted mass appraisal models, computer assisted assessment tools and systems including valuation models and property valuation analysis and enhancements to the appraisal system; approves recommendations on refinements to the affidavit process or cost model systems; interprets legislation; recommends rules, guidelines and procedures regarding CAMC; develops income based valuation models that includes database design, report design systems development and analysis functions and file maintenance; provides assistance with software involved in the modeling of property valuation models that include database design, report design, systems development and analysis functions, and file maintenance; provides assistance with software involved in the modeling of property valuation models that include database design, report design, systems development and analysis functions, and file maintenance; provides assistance with software involved in the modeling of property; performs analysis to produce equations used for valuation purposes; assists in guidance to public agencies and staff in the implementation of new assessment procedures, concepts and practices.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** statistical and research techniques, multiple regression analysis, data processing principles, statistical programming software; computer assisted mass appraisal concepts; the knowledge and skill to use computers in improving and/or assisting in the refinement of existing computer systems or in the development of new computer systems; property valuation principles; statistics, mathematics, computer programming, and real estate appraisal.

**Ability to:** communicate effectively, both written and oral.

**Skill in:** planning and organizing work activities effectively; instruct others.

**SPECIAL SELECTION FACTORS:** Bachelor's degree from an accredited collage or university in business administration, economics, statistics, computer science or a closely related degree; and, three years of experience designing, developing, implementing or enchanting a computer assisted mass appraisal system, related to property appraisals.