

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DATA PROCESSING ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work associated with data entry of property assessment, appraisal, mapping and clerical data. Duties and responsibilities include entering data into computer system, proofreading and correcting data, generating computerized reports, preparing documentation, maintaining computerized and hard-copy records, answering telephone calls, and performing other duties as assigned. Reports to Mapping Supervisor, Chief Deputy Assessor and Property Assessor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies alphanumeric data pertaining to property assessment, appraisals, mapping, and general clerical data in computer database; applies appropriate codes and abbreviations for real and commercial property.

Performs reception functions; answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs customer service functions; provides information and assistance regarding department services, activities, procedures, fees, or other issues; distributes forms, documentation as requested; responds to requests for property records, maps, or other documentation.

Gathers various hard-copy records, such as warrant deeds, studies, reappraisals, ownership transfers, appraisal cards, and permits; organizes documentation for entry of data into computer.

Interprets deeds, trust deeds and legal documents for office use.

Provides new map and parcel numbers to the public.

Receives and reviews real/commercial property data from appraisers to assist with creation of computerized appraisal cards of property owners; reviews property data record appraisal cards to identify complaints, errors, changes, or discrepancies.

Enters new construction permits, modifies and updates appraisal cards, enters all sales information; forwards deeds to appraisers after input.

Proofreads input data and verifies accuracy; identifies/corrects errors and inconsistencies; reads necessary maps and plats to ensure integrity of data.

Assists in processing greenbelt program applications; assists taxpayers with qualification information; forwards applications to qualifying candidates and documentation as appropriate.

Assists with title searches; provides information and property descriptions for tax sales.

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Generates computerized reports and printouts for Assessment Rolls and Ownership Rolls.

Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Receives various forms, reports, correspondence, deeds, property transfer records, appraisal cards, permits, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Confers with computer systems support staff regarding resolution of problems with computer system operations or equipment malfunctions.

Maintains current knowledge of Tennessee assessment laws, appraisal fundamentals, legal issues for county officials and commissioner, and other applicable guidelines or information; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Prepares departmental files; maintains file system of departmental records.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Assists appraisers in computing property values comparable with surrounding properties.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving data processing, data entry, and personal computer operations; or secretarial work, office administration, record management, personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: helping the public

Surface: concrete, carpet

Estimated Total Hours: 2 **Maximum Continuous Time:** 20 minutes

2. SITTING

Tasks: computer work

Estimated Total Hours: 5 **Maximum Continuous Time:** 3.5

3. LIFTING/CARRYING

Objects: paper

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					X
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

5. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

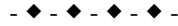
6. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Computers, copy machine, fax machine, printer, phone

7. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		7 hours
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		7 hours

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date