

**YAMHILL COUNTY  
INTER-OFFICE CORRESPONDENCE**

Commissioner Springer.

I would like to request the Board's approval for position authority for the creation of an Assessment Data Analyst position. I am requesting the following changes in the employee roster, addition of an Assessment Data Analyst position (Range 22) and the removal on one Appraiser III position (Range 20).

The Assessment Data Analyst position will assist the Assessor's office with the following primary responsibilities;

- Create, compile and present the Certified Ratio Study annually.
- Reconciliation of assessment and taxation changes that effect the annual tax roll for;
  - Real Property
  - Utility Companies
  - Manufactured Homes
  - Personal Property
- Economic and budgetary forecasting for taxing districts.
- Provide a wide variety of statistical modeling and data queries to ensure system integrity and quality control of the appraisal function.
- Statistical and financial modeling used to provide the Assessor with information about current and potential business practices.

The job posting would be open for internal recruitment between January 21<sup>th</sup> and January 27<sup>th</sup>. Please let me know if you have any questions, or need any additional information.

Respectfully,

Scott Maytubby  
Yamhill County Assessor

Accepted by Yamhill County  
Board of Commissioners on  
1/16/14 by Board Order  
# 14-14

