

JOB DESCRIPTION

Data Integrity Specialist

DEPARTMENT: Information Technology

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Data Integrity Specialist

POSTED DATE: 10/03/2022

BENEFITS: Retirement, Longevity, Health, Dental, Vision, LTD, Life Insurance and more

PAY RANGE: \$80,000-\$90,000

DUTIES AND FUNCTIONS

Coordinate and disseminate all open records requests.

Recommend solutions to problems by identifying and implementing improvements in the data management process.

Monitors compliance with state and federal laws and regulations regarding the collection of storage of data.

Investigates data breaches to determine whether laws were violated.

Ability to put reports together to assist appraisal departments.

Keep track of local, state and national market trends, issues, developments and factors that affect real estate, property tax or appraisal matters.

Help out with ARB (Appraisal Review Board) functions when needed.

Communicate with property owners and taxing entities and assist with data requests.

With the help of the entire IT team, monitors network activity for signs of intrusion or attack, and responds quickly to security incidents.

With the help of the entire IT team, designs backup systems to ensure that data can be recovered in the event of system failure or disaster.

Perform other duties as assigned by Department Manager.

May need to represent the appraisal district before the ARB, an arbitrator, or assist in lawsuit matters.

KNOWLEDGE AND SKILLS

Responsible for ensuring that data is accurate and consistent across the organization.

Understand and perform all phases of collecting, entering and analyzing real property sales and listing information.

Be able to identify research and analyze all sources of potentially helpful real estate information including, but not limited to, the internet, publications, surveys, private subscriptions, and real estate professionals.

Use computer terminals, personal computers, copiers, calculators and scanners.

Read and understand plats, deeds, blueprints, sales contracts, settlement statements, appraisal rolls, appraisal manuals, inter-office communications, various DCAD reports, and correspondence from taxpayers.
Coordinate records and information with taxing entities.

Maintain a good working relationship with employees of the appraisal district and taxing entities.

Resolve differences, explain procedures, clarify data, and reach agreements on valuation with property owners, or their agents.

Perform quality control checks.

Assist appraisal departments in information gathering functions.

Contact property owners or real estate professionals when needed.

Assist when needed with district reports or the property value study.

Requires moderately complex decision making, which necessitates considerable independent thinking.

Must be self-motivated and work independently with minimal supervision.

Must be able to identify market trends, or issues that affect property tax matters and put in report form that staff can apply in their job duties.

Must have a basic knowledge of math, and possess good communication skills both verbal and written.

Must be able to collect basic appraisal information, determine a property's use or usefulness, and apply the best appraisal method or process (e.g., income, market, and cost approaches to value).

Must be able to physically measure and inspect numerous properties efficiently and accurately.

REQUIREMENTS

Education:

Some College

Public Information Act and Open Meetings Act Training preferred.

Experience:

It is essential to have a high degree of accuracy. Clerical errors can cause severe problems for the Appraisal District. Legal action and tax payment refunds could be a result.

Good verbal and written communication skills are essential. Must be able to communicate with other employees, the public and taxing jurisdictions on the telephone and in-person. Must be able to distribute information and resolve issues in a professional and polite manner.

Must demonstrate an understanding and knowledge of the Texas Property Tax Code within six months of hire.

Must be willing to collaborate and share ideas and experiences in a group dynamic.

Must have knowledge and desire to follow the District's cultural goals, core values and objectives.

Employees of the District shall not be permitted to perform any type of fee appraisal work and property tax consulting services in or out of Denton County. They are also prohibited from performing any type of real estate activity involving the personal use of the employee's real estate license or broker license within Denton County.

Employees of the District shall not be permitted to engage in outside employment, where such employment may reflect negatively or create an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

SUPERVISION

This position reports directly to their Supervisor and then to the Department Manager. Periodically, directives will be given directly from the Deputy Chief or Chief Appraiser of the District.

This position has no supervisory responsibility over another employee.

WORK HOURS

Normal work hours are 8 am until 5 pm, Monday through Friday. Although, a seasonal flex schedule is offered. Those work hours are from 7:30 am to 5:30 pm, with every other Friday off. Periodically, it will be necessary to work past five and on weekends.

WORK HAZARDS

Majority of the work is performed in a traditional office environment. At times, lifting of heavy boxes or equipment may be required.

Verbal abuse by the public in person and over the telephone is a possibility.

I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description within six months of being hired.

EMPLOYEE: _____ DATE: _____

MANAGER: _____ DATE: _____