
Organization	Location	Years of Experience
Saskatchewan Assessment Management Agency www.sama.sk.ca	Central Office Regina, SK	2+ years management/supervisory 5+ years assessment/appraisal

Senior Assessment Auditor

Organization Overview:

SAMA is an independent agency with responsibility to the Province of Saskatchewan, and local governments (municipalities). Provincial legislation mandates SAMA to develop and maintain the province's assessment policies, standards and procedures; audit assessments, and review and confirm municipal assessment rolls; and provide property valuation services to local governments (municipalities).

Position Overview:

SAMA's independent Quality Assurance Division delivers the oversight audit function to ensure accuracy and statutory compliance of property assessment valuations and municipal assessment rolls throughout Saskatchewan. In this technical/management position, the Senior Assessment Auditor will oversee the Quality Assurance Roll Confirmations team in performing the confirmation audits, in addition to personally undertaking statutory audits.

Responsibilities:

- Deliver the Primary Audit function
- Manage the general operations of the Quality Assurance Roll Confirmations team
- Assist with any other audits that may be assigned
- Promote a positive and professional working relationship with internal and external clients and stakeholders

Required Professional Designations/Certification:

- Completion of post-secondary education in Assessment or Appraisal
- Licensed or be eligible for licensing with the Saskatchewan Assessment Appraisers' Association (SAAA)
- Possess or be actively working towards a senior designation in Assessment or Appraisal

Required Knowledge, Skills, and Abilities:

- Strong interpersonal and supervisory skills
- Well developed mass appraisal skills and knowledge
- Ability to create meaningful and concise reports from statistics and fact-finding
- Proficiency in the use of statistical software and MS office

Benefits:

SAMA offers an attractive benefits package focusing on work/life balance. Benefits include vacation leave and Scheduled Days Off, pension plan, medical, dental, and vision coverage, as well as professional development and training programs designed to reward success. Compensation will be based on the successful candidate's knowledge, skills, and experience.

Closing Date: September 27, 2013

How To Apply:

If this career appeals to you, please submit your cover letter and resume quoting job competition # 13-BA20 to:

Email: your.career@sama.sk.ca
Fax: 306.924.8060
Mail: Human Resources Branch, SAMA Central Office
200 – 2201 11th Avenue
Regina, SK S4P 0J8

We wish to thank all applicants for their interest in this job competition, but we will only be contacting applicants screened into the next round.