



**Assessor II
(3 Positions)
Assessment and Taxation Department**

**Position Type/
Hours:** These are permanent full-time positions working thirty-five (35) hours per week within the Assessment Branch of the Assessment and Taxation Department.

**Position
Description:** Under general supervision, performs data collection, verification, analysis, statistical testing and technical property assessment work to determine the valuation of all types of real property using the cost, comparative, and income approaches for taxation and other related purposes. Incumbent will perform tasks in accordance with pertinent municipal bylaws, provincial and federal statutes, and any policies and procedures. This position will coordinate the data collection and verification completed by junior assessors and assessment technicians.

Qualifications:

- An Assessment Designation such as Accredited Municipal Assessor of Alberta (AMAA) or Certified Assessment Evaluator (CAE) or Accredited Appraiser Canadian Institute (AACI) or equivalent is required.
- Four (4) years' progressively responsible real property assessment experience, to include the use of the cost, comparative, and income approaches to value all real property types, experience working with the land registry system, computer assisted mass appraisal systems, and complex spreadsheet applications and database structures are also job requirements.

You will possess the following:

- Must possess tact, courtesy, and diplomacy for handling daily communications.
- Proven working knowledge of personal computer applications, to include constructing sophisticated spreadsheets, intermediate database structures and multiple regression analysis.
- Valid Alberta Class Five (5) Driver's Licence (clear driving record an asset). Employees must have personal vehicle for use on the job when required.
- Skill and ability to accurately and efficiently review and analyze financial statements, lease or rental agreements, and other factors affecting market values.
- Must be medically and physically able to perform field work and inspect all stages of construction in all weather conditions and in rural areas.
- Above average verbal and written communication skills and the proven ability to express ideas effectively.
- Ability to establish and maintain effective working relationships with co-workers, public, and administration.
- Knowledge to accurately identify inconsistencies on property types, to include building construction techniques, qualities, and costs.

Pay Level: PL 15*
Rates adjusted to reflect current market conditions

Salary Range: \$52.87 (Start Rate)
\$62.01 (Permanent Rate)

In addition to the rate of pay, we offer other attractive incentives:

- excellent training and development opportunities**
- an extensive employer paid benefits plan**
- an additional annual payment of \$12,480 which represents a cost of living allowance**

**Assessor I
Level:** *Individuals who do not meet the full qualifications may be considered at the Assessor I level. The details of the Assessor I position are as follows:*

Qualifications:

- *Diploma in Real Property Assessment or equivalent education from a recognized post-secondary institution which includes coursework in computer assisted mass appraisal valuation, economics, and building construction is required.*
- *Experience working with a computer assisted mass appraisal system and in a building construction environment is an asset.*

You will possess the following:

- *Strong verbal and written communication skills that utilize tact and diplomacy when dealing with assessment complaints and/or enquiries, sometimes in stressful situations.*
- *Valid Alberta Class Five (5) Driver's Licence (clear driving record an asset). Must have personal vehicle for use on the job.*
- *Must be medically and physically able to perform all duties of the position on an ongoing basis*

in all weather conditions.

- *Proven ability to understand personal computer applications, including spreadsheet applications, database mechanics and structures and multiple regression analysis.*
- *Ability to establish and maintain effective working relationships with co-workers, public, and administrators.*
- *Proven ability to work independently or in a team environment.*
- *Demonstrable organizational and planning skills and demonstrate the ability to accurately collect, assemble, enter and review data to meet deadlines.*
- *Obtains knowledge to efficiently, objectively and subjectively make decisions regarding assessment valuation and tax liability of properties in a timely manner.*
- *Proficiency with reading and interpreting blueprints.*

Pay Level: PL 13

Salary Range: \$44.07 (Start Rate)
\$51.91 (Permanent Rate)

In addition to the rate of pay, we offer other attractive incentives:

-excellent training and development opportunities

-an extensive employer paid benefits plan

-an additional annual payment of \$12,480 which represents a cost of living allowance

Requisition Number: 004158

Closing Date: January 23, 2015 at 11:59 PM

Posting Type: Internal & External (POSTED: January 9, 2015 CUPE CLOSING DATE: January 18, 2015)

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.
Late applications will not be accepted.