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The **Manitoba government** offers you opportunity, diversity and a rewarding career.

We're looking for talented individuals to contribute their energy, passion, skill, and dedication to serving Manitoba in over a hundred interesting careers. We offer a competitive salary and benefits package, and an environment that encourages continuous learning and career growth. Join us now!

## **Assessment Officer**

### **AS4 Assessment Officer 4**

Regular/full-time; Term/full-time

Department of Indigenous and Municipal Relations  
Assessment Services, Provincial Municipal Support Services  
Thompson MB, Dauphin MB, Portage la Prairie MB, Morden MB, Minnedosa MB, Selkirk MB, Souris MB, Steinbach MB, Swan River MB, Brandon MB

**Advertisement Number:** 32663

**Salary(s):** AS4 \$55,794.00 - \$66,952.00 per year Plus Remoteness Allowance, if applicable.

**Closing Date:** March 22, 2017

**The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Aboriginal people, visible minorities, and persons with disabilities.**

**Employment Equity is a factor in selection for this competition. Consideration will be given to women, Aboriginal people, visible minorities and persons with disabilities.**

***An eligibility list may be created for similar positions and will remain in effect for 12 months.***

***Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.***

**Municipal Government, Assessment Branch has regional offices located in Brandon, Dauphin, Minnedosa, Morden, Portage La Prairie, Selkirk, Souris, Steinbach, Swan River and Thompson, Manitoba.**

## **Introduction**

Do you have a background or interest in real estate, agriculture, land survey systems, geographic information systems, building construction or municipal government and enjoy meeting and interacting with people? Are you looking for a position that provides excellent career advancement potential, and on-the-job training? Indigenous and Municipal Relations is looking for motivated individuals to join our Property Assessment Team! If you're interested in a challenging career that combines office work, the outdoors and travel within the service region, a career as an Assessment Officer could be for you!

**Conditions of Employment:**

- Must be legally entitled to work in Canada.
- Must possess and maintain a valid full stage Manitoba Class 5 driver's licence.
- Must be willing and able to travel throughout the assessment district.
- Must provide a satisfactory Criminal Record Check prior to offer of employment.

**Qualifications:****Essential:**

- An Accredited Assessor as certified by the Association of Assessment Officers of Manitoba (AAOM), or equivalent accrediting body. A combination of equivalent education and experience may be considered.
- Experience working with methods of valuation, including advanced knowledge of mass appraisal/assessment theory.
- Understanding and knowledge of the income analysis and sales analysis processes.
- Experience determining new land rates, building modifiers; or verifying capitalization rates, market rents and expenses, and vacancy losses.
- Experience working with property valuation systems.
- Ability to prepare and present complex evidence at Board of Revision and Municipal Board hearings.
- Ability to work independently and make decisions based on complex or limited information.
- Excellent interpersonal skills that facilitate effective working relationships with team members, the general public and management demonstrating the ability to handle sensitive issues with tact and diplomacy while maintaining consistency.
- Excellent verbal communication skills, with the ability to effectively communicate with a broad range of people at all levels.
- Effective written communication skills with the ability to present ideas and information clearly and concisely in written form.
- Well developed organization skills, including the ability to work under pressure within tight time lines and with limited lead time.
- Proficiency with Microsoft Office (Word, Excel and Outlook) or equivalent software applications.

**Duties:**

In this position as the full working level of Assessment Officer, the incumbent inspects residential, commercial and agricultural buildings, records specific factors which affect value, and classifies and apportions property according to tax status. During revaluation will be responsible for verification of new land rates, building modifiers, capitalization rates, market rents, expenses and vacancy losses. The incumbent will communicate complex assessment information to the public and municipal officials, individually and in public meetings to respond to inquiries and to educate others regarding assessment legislation, policies and procedures. Prepares for and presents evidence to defend assessments before Boards of Revision and Municipal Board hearings. The incumbent is responsible for preparing business and/or personal property assessments, verify sales for all types of properties, in addition to collecting and analyzing commercial rental information so that property may be valued on the basis of income. The incumbent will assist in the training of other assessment staff, perform quality control analysis and participate in education and training programs as required.

**Apply to:****Advertisement No.32663**

Human Resource Services

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Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)


**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

**Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.**

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**Manitoba** 

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