

Senior Assessment Appraiser

Corporate Financial Services Division
Corporate Revenue Department

(Permanent Full-Time)

Posting No. 281(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Supervises, trains and guides assigned staff in the inspection and valuation of properties.
2. Leads the valuation and response for complex appraisal assignments, including preparing assessed value estimates for the public and external and internal stakeholders.
3. Develops and evaluates the quality of mass appraisal models and other statistical analysis for all residential and commercial/industrial properties, including consulting with stakeholders to ensure that valuation model develops acceptable results.
4. Identifies and coordinates the review of data quality, including investigating and providing feedback and direction to staff assigned.
5. Tests the functionality and accuracy of mass appraisal software.
6. Participates in the assessment appeals process, including supervising the gathering and presenting of evidence to the Board of Revision and the Saskatchewan Municipal Board. Acts as an advocate and/or witness, as required.
7. Prepares and summarizes information for the statutory audit required by the Saskatchewan Assessment Management Agency.
8. Assists in the review and development of plans and improvement projects for Assessment and Valuation to ensure that procedures and processes are time efficient and cost effective.
9. Identifies and provides technical assistance related to valuation policy and guidance on issues of taxation exemptions.
10. Performs other related duties as assigned.

QUALIFICATIONS:

- Degree in statistics, mathematics or related field **or** an AACI designation from the Appraisal Institute of Canada, plus 6 years' progressively responsible experience in assessment appraisal or related field
OR
- Diploma in Urban Land Economics, specializing in assessment or appraisal **or** possession of CAE designation from the International Association of Assessing Officers or other recognized valuation designation, plus 8 years progressively responsible experience in assessment appraisal or related field.
- Possession of License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Thorough knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Thorough knowledge of Municipal, Provincial and Federal legislation and regulations pertaining to assessments, including relevant case law.
- Demonstrated ability to establish and maintain effective working relationships with the public and internal and external stakeholders, including the Board of Revision and Saskatchewan Municipal Board.
- Demonstrated ability to communicate orally and in writing, including the ability to prepare and present reports of a technical nature.
- Demonstrated ability to interpret and make decisions in accordance with established policies, procedures and legislation.
- Demonstrated ability to work in a field environment, including inspecting properties at all stages of construction.
- Demonstrated ability to perform complex statistical analysis and modelling.
- Ability to perform SQL programming and mapping in ArcGIS. Ability to effectively plan, organize, schedule and supervise the work of assigned staff.
- Demonstrated skill in the use of a computer with Microsoft Office suite, computer-assisted mass appraisal system, statistical software, and other relevant corporate systems including CIS and GIS.

SECURITY REQUIREMENTS:

Acceptable current Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) upon offer of employment.

SALARY:

\$83,168.88 to \$91,693.20

CLOSING DATE:

Tuesday, May 18, 2021