

Manitoba Government Job Opportunities

Assessment Officer

AS2 Assessment Officer 2; AS3 Assessment Officer 3

Regular/full-time

Municipal Relations

Assessment Services, Municipal Governance & Advisory Services

Minnedosa MB, Souris MB

Advertisement Number: 39453

Salary(s): AS2 \$45,164.00 - \$63,472.00 per year ; AS3 \$45,164.00 - \$63,472.00 per year

Closing Date: July 31, 2022

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

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

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

An eligibility list may be created for similar positions in the advertised locations and will remain in effect until exhausted.

Open Until Filled

Introduction

Are you interested in a challenging career that combines office work, the outdoors and travel? Do you have a background or interest in real estate, agriculture, land survey systems, geographic information systems, building construction or municipal government and enjoy interacting with people? Are you looking for a position that provides excellent career advancement potential, on-the-job training and financial support for required educational programs? A career as an Assessment Officer may be for you!

The Government of Manitoba offers a comprehensive benefit package which include paid vacation, extended health, health spending, dental, drug, vision, long term disability, supportive employment program, maternity and parental leave, and a defined pension plan (some pension plans allow for portability between the Civil

Service Superannuation Board and employers).

This competition will be used to recruit applicants at the entry level Assessment Officer 2 (AS2) and the full working level Assessment Officer 3 (AS3) . Applicants recruited at the Assessment Officer 2 level will be provided with a growth and development plan outlining the required education in property valuation and assessment theory and the in-house training and experience required to progress to the Assessment Officer 3 level.

To apply for this opportunity:

To be considered for this competition you must submit an application form. Complete the application form at the link below or contact Human Resource Services under “Apply to” to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment. Note: You are not required to submit a cover letter, however in order to be considered for this opportunity you must submit both the application form and your resume. To be considered for this competition you must submit an application form. See below for further instructions.

[Please click here to access application form](#)

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must possess and maintain a valid full stage Manitoba Class 5 driver's license.
- Must be willing and able to travel throughout the assessment district with occasional overnight stays.
- Must be able to provide a satisfactory criminal records check.
- Must be willing and able to work overtime as required.
- Completion of assigned development plan to work towards Assessment Officer 3 full working level for AS2 underfill appointments.

Qualifications:

Essential:

- Certificate in Real Property Assessment. Completion of the Canadian Residential Appraiser (CRA) or Residential Evaluation Specialist (RES) and those who meet the eligibility for admissions into the University of British Columbia’s Certificate in Real Property Assessment, or equivalent program (High school and diploma or GED) may be considered.
- Experience valuing and/or inspecting a wide range of residential, farm, and/or small to medium sized commercial buildings. Work experience related to the technical aspects of assessment (appraisal, real estate, agriculture, building construction, land survey systems, municipal government, GIS) may be considered.
- Experience providing excellent client service.
- Strong analytical and problem solving skills.
- Excellent verbal communication skills for articulating ideas and conducting presentations before various audiences.
- Excellent written communication skills for communicating simple to complex information to all levels of audiences.
- Excellent organizational and time management skills for prioritizing competing and multiple demands in a fast-paced environment.
- Ability to work independently with minimal supervision.
- Ability to work effectively as part of a team.
- Proficient with Microsoft Office (Word, Excel, Outlook) or equivalent software.

Desired:

- Knowledge of legislation, policies, and procedures related to property assessment.
- Experience preparing and presenting evidence at assessment appeal hearings.
- Experience verifying real estate sales.

Duties:

As an Assessment Officer, you will inspect residential, farm and commercial property and record land and building characteristics for valuation, classification and assignment of liability to taxation. You will update property and ownership characteristics using computer software and determine value, class and liability. You will respond to assessment enquiries from the public and municipal government councils and prepare and present defense of residential and non-residential assessments at Boards of Revision and Municipal Board hearings.

Apply Now:

Advertisement # 39453

Service Centre 2

Human Resource Services

360-1395 Ellice Avenue

Winnipeg, MB, R3G 3P2

Phone: 204-945-7182

Fax: 204-948-2841

Email: 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.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

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

People. Purpose. Progress.

manitoba.ca/govjobs



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332