

# Manitoba Government Job Opportunities

## Assessment Officer

### AS3 Assessment Officer

Regular/full-time

Municipal Relations

Assessment Services, Municipal Governance and Advisory Services

Portage la Prairie MB, Morden MB, Souris MB

**Advertisement Number:** 40775

**Salary(s):** AS3 \$55,983.00 - \$67,066.00 per year

**Closing Date:** April 7, 2023

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).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to women, Indigenous people, visible minorities and persons with disabilities. Applicants are requested to self-declare at the time of application.

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 established for similar term or regular vacancies. The eligibility list will remain in effect until exhausted.

## Introduction

Have you considered a career as an Assessment Officer? As an Assessment Officer, not only will you be performing office work, but also travelling to Manitoba Communities, being outdoors for other work assignments and interacting with people. In addition, as an Assessment Officer, we provide on-the-job training and financial assistance/coverage for required accreditation. If you have a background or interest in real estate, agriculture, land survey systems, geographic information systems, building construction or municipal government, consider this new career opportunity!

As a Government of Manitoba employee, you'll be eligible for Flexible & Remote Work, Learning and Development Programs, access to a comprehensive Benefit Package which includes paid vacation, extended health, health spending, dental, drug, vision, long term disability; Supportive Employment Program, maternity and parental leave, and a defined Retirement and Pension Plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

## Conditions of Employment:

- Must be legally entitled to work in Canada
- Must have full stage class 5 Manitoba Driver's License
- Must be able to travel by ground and air in Manitoba including overnight stays
- Must be able to work overtime as required

## 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 to articulate ideas and conduct presentations before various audiences.
- Excellent written communication skills to communicate simple to complex information to all levels of audiences.
- Excellent organizational and time management skills to prioritize 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).

### 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.
- Record land and building characteristics for valuation, classification and assignment of liability to taxation.
- Update property and ownership characteristics using computer software and determine value, class and liability.

In addition, you may respond to assessment enquiries from the public and municipal government councils, prepare and present defense of residential and non-residential assessments at Boards of Revision and Municipal Board hearings.

**Apply Now:**

Advertisement # 40775  
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](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.**

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.

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Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

**Alternate formats available upon request**