

## **Assessment Officer (Developmental Opportunity) – Open until filled**

**Advertisement Number: 42257; 42258; 42259; 42261**

**Job Title: Assessment Officer 3 (Underfilled at AS2 Assessment Officer 2)**

**Job Classification: AS3**

**Job Type: Regular Full-time**

**Department: Municipal and Northern Relations**

**Location: Various locations : Minnedosa, Selkirk, Morden, Portage La Prairie**

**Salary Range: \$55,983.00 - \$67,066.00 per year**

**Closing Date: March 31, 2024**

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 women, 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.

Please note, Assessment Officers will be hired at the Assessment Officer 2 (AS2) level (\$48,210 - \$57,004) unless the incumbent completed a Certificate in Real Property Assessment, IAAO designation or equivalent and have experience valuing and/or inspecting a wide range of residential, farm, and/or small to medium sized commercial buildings. Upon successful certification, incumbents are eligible for appointment to the AS3 Classification.

### **Introduction**

The Department of Municipal and Northern Relations is seeking highly motivated individuals to fill several Assessment Officer positions throughout the province.

If you have a background or interest in building construction, industrial sales/financing, agriculture, land survey systems, municipal government, Geographical Information Systems (GIS), real estate or appraisal, we encourage you to consider this new career opportunity. Assessment Officers are provided on-the-job training and financial assistance to complete required education.

### **Duties:**

This developmental opportunity will allow you to learn the necessary skills to be an Assessment Officer while completing the required education and training. 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; and attend boards of revision and defend assessments.

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.

For complete description of the conditions of employment and qualifications please visit the Manitoba website at <http://www.gov.mb.ca/govjobs/>.

**APPLY TO:**

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Talent Acquisition Branch

Human Resource Services

6<sup>th</sup> Floor – 259 Portage Avenue

Winnipeg, MB. R3B 3P4

Phone: 204-945- 7518

Fax: 204 945 0601

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

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