

Manitoba Government Job Opportunities

QA Specialist-Residential

AS5 Assessment Officer 5

Regular/full-time

Municipal and Northern Relations
Property Assessment Services, Municipal Assessment and Advisory Services
Winnipeg MB

Advertisement Number: 42440

Salary(s): AS5 \$69,770.00 - \$87,624.00 per year

Closing Date: March 17, 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.

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

Preference may be given to current employees of the Manitoba Public Service.

Introduction

The department of Municipal and Northern Relations is looking for a qualified and highly motivated individual to fill the position of Quality Assurance Specialist – Residential Assessments, within the Property Assessment Services Branch under the Municipal Assessment and Advisory Services Division. The Department of Municipal and Northern Relations works with municipal partners to build strong and healthy communities. This includes building municipal capacity, supporting and improving delivery of property assessment services to all stakeholders, and strengthening collaboration and shared solutions with municipalities. The position is based out of Winnipeg.

The Manitoba Government has a comprehensive benefit package which includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity/paternity leave, family related leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). The Department may provide support for any additional certifications and training required for this position.

To be considered for this competition you must submit an application form and your resume. Complete the application form at the link below or contact Human Resource Services at the number or email provided under the "Apply Now" section to request 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.

[Click here to access the application form.](#)

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check.
- Must be able to work overtime as required.
- Must be able to travel within Manitoba.
- Must have a valid full class 5 Manitoba Driver's License.

Qualifications:

Essential:

- Accreditation as an Assessor by the Association of Assessment Officers of Manitoba (AAOM) or equivalent accrediting body. Or completion of post-secondary education program in property assessment or degree/diploma in a related field such as real estate valuation, agriculture, business administration/finance, and or municipal government. Other equivalent combinations of related education, training and extensive experience may be considered.
- Extensive experience conducting inspections and reassessments of highly-complex residential, and/or commercial properties and defending assessments at the Manitoba Municipal Board.
- Strong knowledge of tools, strategies and techniques to conduct, implement and evaluate quality assurance functions on property assessment.
- Ability to continuously improve and adapt job tasks and processes in response to organizational priorities.
- Exceptional interpersonal skills to establish and maintain relationships with staff, clients, as well as internal and external stakeholders.
- Excellent verbal communication skills to communicate simple, to complex information and to conduct presentations to various audiences.
- Excellent organizational and time management skills to prioritize multiple competing demands in a fast-paced environment.
- Extensive knowledge of computer assessment programs in support of assessment functions.
- Excellent written communication skills to communicate simple and complex information to various audiences.
- Experience supervising teams including: training, leading, coaching, and performance management.
- Ability to make sound and logical decisions on complex issues in relation to property assessments.

Duties:

The Quality Assurance Specialist – Residential Assessments is the front line contact for dealing with, or resolving residential valuation issues encountered by approximately 65 district staff working in assessment offices throughout the Province. Using specialized skills, sound judgement and under minimal supervision, you will carry-out immediate decisions on highly complex and technical issues pertaining to residential assessments on a day to day basis. The incumbent will also assist the Residential Valuation Coordinator in planning, implementing and evaluating quality assurance processes and procedures and in training staff to ensure residential property assessments are accurate, fair and equitable in all regions and municipalities. The Quality Assurance Specialist will accompany staff in conducting inspections of complex residential properties and provide guidance during the appeal process.

Apply Now:

Advertisement # 42440
Talent Acquisition
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
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



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