



# NORTHERN SUNRISE COUNTY

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## JOB DESCRIPTION

**TITLE:** Deputy Assessor (Permanent - Full Time)

**REPORTS TO:** County Assessor

**POSITION SUMMARY:** Under supervision of the County Assessor, you will provide technical assistance and support to the Tax & Assessment Departments. The focus of this position will be to assist in the delivery, administration and valuation process of properties in the County. The incumbent is responsible for addressing and responding to inquiries from ratepayers and other departments regarding property assessment and taxation of about \$2 billion assessment base.

The County located east of Peace River has an abundance of natural resources with the third largest oil sands development in Alberta, some of the finest agricultural land and wilderness areas for fishing, hunting, and camping. We have a vibrant cultural heritage and a population of industrious and innovative residents. The County is a large rural municipality including 2,224,815 hectares of land.

### **SPECIFIC ACCOUNTABILITIES:**

- Analyze and record all property (residential, farmland, commercial, and industrial) characteristics in required formats
- Perform data entry as required
- Assist County Assessor in a variety of day-to-day responsibilities
- Complete detailed re-inspections (20% of County per year) of all property types as required by the Alberta Municipal Affairs Auditors
- Assist in the setting of annual goals for the department
- Assist in assessing the more complex and/or unusual properties, or special purpose improvements
- Explain and discuss assessments with taxpayers, draft responses to written inquiries, attend and present assessment related information at public information forums and defend valuations before both the Assessment and Municipal Government Review Boards
- Develop and apply rates for depreciation and obsolescence as determined from market value analysis to maintain a fair and equitable assessment
- Co-ordinate and exchange data/information with outside sources
- Analyze data and prepare reports for management purposes

### **QUALIFICATIONS/EXPERIENCE:**

- Minimum of 3 years experience working in the Assessment field
- A Real Property Assessment two (2) year certification from a recognized Institution. Post secondary education must include computer assisted mass appraisal valuation, economics and building construction course work

- Experience working with a Computer Assisted Mass Appraisal System
- Proven ability to understand computer applications, including spreadsheet application, database mechanics, and structures and multiple regression analysis
- Working knowledge of assessment legislation and the ability to incorporate it into the assessment process
- Demonstrate organizational and planning skills and the proven ability to accurately collect, assemble, enter and review data to meet deadlines
- Knowledge to efficiently, objectively and subjectively make decisions regarding property assessment in a timely manner
- Valid Alberta Class Five (5) driver's license
- Must be physically fit to perform field work and inspect all stages of construction. Working in all weather conditions is required
- Excellent verbal and written communication skills
- Ability to establish and maintain effective working relationships with co-workers and public
- Demonstrated ability to work independently or in a team environment
- Experience with oil & gas assessment would be considered an asset