



PROPERTY ASSESSOR ALBERTA MUNICIPAL AFFAIRS SPECIAL AREAS BOARD

Hanna: The Special Areas Board has an opening for an Assessor to assist in the preparation and maintenance of our Assessment Roll. The Special Areas is a large rural Municipality located in east-central Alberta, with its Administration Office based in the Town of Hanna. Hanna, with a family oriented population of 3,000, offers well established schools, health care, and recreation facilities including an 18 hole golf course, swimming pool complex, and both skating and curling arenas.

Under the supervision of the Designated Assessor you will be responsible for conducting field inspections and preparing valuations for residential, commercial, industrial and farm properties, as well as responding to inquiries or concerns from rate payers, industry representatives, and other organizations residing/working within the Special Areas. You will be part of a highly respected team, able to work independently in the field and in a team environment.

The successful applicants will possess

- An understanding of assessment/appraisal techniques and the application of the cost, sales comparison, and income approaches. Preferably a diploma from a recognized post-secondary institution in an assessment/appraisal related field of study.
- Accreditation from the Alberta Assessor's Association (AMAA) or working toward accreditation.
- Familiarity with the MGA and standards governing assessment in Alberta.
- Excellent computer skills. Familiarity with Microsoft Office and CAMA lot would be a definite asset.
- Strong communication, organization and interpersonal skills.
- Independence and ability to work with minimum supervision within a fast-paced, multi-tasking and deadline-oriented environment.
- Ability to prepare and present evidence when necessary.
- Valid Class 5 Operator's License is required to operate our vehicles.

Candidates who do not possess all of the above qualifications are encouraged to apply and will be considered.

This is a permanent full time position (36.25hrs.wk) with a comprehensive benefit package and pension plan. The successful candidate will be required to provide a current driver's abstract prior to commencement.

Inquiries for more information can be directed to Terry Jacobsen (403)-854-5630.
Salary dependent on experience & qualifications

COMPETITION NO: 30132

Please send your resume/application to:

Human Resource Services
Special Areas Board
Box 820
HANNA, Alberta
T0J 1P0
Fax (403) 854-5527
SpecialAreasHR@gov.ab.ca

We thank all applicants; however only those invited for an interview will be personally contacted.

Competition will be open until suitable candidate is found