

Come join us. Be a part of enterprising government that's proud to support a vibrant, healthy, safe and caring community. Experience the benefits of a healthy work/life balance in one of the top-rated cities in the world.

Assessment Assistant

Assessment/Valuation Services

Assessment prepares property and business market value assessments for municipal and education tax collection. Our assessors review, evaluate, and assess properties and businesses to maintain a competitive real estate market.

The Assessment Business Unit is responsible for preparing high quality market value property and business assessments as a basis for municipal and education taxes. We are seeking Assessment Assistants to provide technical and administrative assistance to professional staff in the business unit for a variety of functions that are critical to appraisal processes, data management, strategic operations and policy analysis. Duties include account data management, inventory refreshing and data reconciliation, site inspections, field property and structure verification, support for multimedia capture operations and the development of documentation to identify and support ongoing and new operations. This position is also expected to provide support for tribunal operations, the processing of evidence packages, the maintenance of spreadsheets and handling incoming and outgoing documents.

The successful applicant must have a recognized High School diploma or equivalent (e.g. GED) in addition to having completed post-secondary course work and six months related work experience. The preferred candidate will have completed more than one year toward a recognized undergraduate degree with studies in areas such as Mathematics, Economics, Statistics, Finance, Computer Science, Business Administration, Real Estate, Engineering or Public Administration. Experience using Microsoft Office Products such as Word, Excel, and Outlook is required. Candidates must have excellent data gathering and analysis skills, conceptual, communication, technology and interpersonal skills. Candidates must also possess strong planning and organizational skills and attention to detail and accuracy.

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications. **More than one position may be filled from this competition.** Applicants may be tested for appropriate skills.

Union/Position: CUPE Local 38/Limited Term (up to one year)

Compensation: Pay Grade 3

\$17.42* - 19.16 - 20.13 - 21.12 - 22.18 - 23.29 per hour

*New Hire Rate

Applicants quoting reference #106421 must apply on or before Jan. 24, 2008.

For more information about these positions or to **apply online** visit: www.calgary.ca/careers and click on **career opportunities** or mail your resume to:

The City of Calgary
Human Resources (#8107)
P.O. Box 2100, Station M
Calgary, Alberta T2P 2M5

Reference number must be quoted on your application.

The City of Calgary values a diverse workforce. We thank all applicants for their interest; however only individuals selected for interviews will be contacted.

For more information on these and other challenging opportunities, please visit us online at www.calgary.ca/careers.