

Job Title: Advisors, Assessment Services Branch

Job Classification: Program Services 4

Salary Range: \$59,616 - \$78,144 per annum

Closing Date: February 4, 2008.

Open Competition - Number: 046181

[Municipal Affairs And Housing](#) , **Edmonton** - Do you see yourself working with a group of highly proficient professionals committed to providing services and advice in the assessment of properties in Alberta? If so, you've come to the right place!

The Assessment Services Branch is looking for individuals to occupy Advisor positions for the following areas:

Education Tax and Assessment Advisory:

Position provides advice and assistance to property taxpayers, municipalities and stakeholders relating to all aspects of property assessment and tax system. The Advisor is expected to be familiar with the interpretation and application of legislation pertaining to the property assessment and taxation functions as used throughout the province of Alberta.

Regulated Assessment Policy:

Did you know that oil wells, pipelines, electric power systems, telecommunication and cable systems pay property taxes? These properties as well as farmland and railway are regulated property in the Municipal Government Act. This position is responsible for ensuring that the processes and procedures described in the Municipal Government Act and its regulations, guidelines and manuals for the valuation of regulated property are clear, consistent and effective. This position works with department and contract staff to develop and draft the Minister's Guidelines, which form the legal basis for the assessment of all regulated property.

Linear Property Assessment: Electric Power Advisor

Position is responsible for the preparation of linear property assessments for electric power systems (generation, transmission and distribution) in the Province of Alberta for the purposes of property taxation. This position is involved in the analysis of complex issues, auditing of reported data and defense of linear property assessment complaints which may involve appearing before the Municipal Government Board.

The Assessment Services Branch offers a team environment where your consultation, analytical, communication and presentation skills will be recognized and developed professionally. Your familiarity with the property type, property assessment, taxation issues and regulated assessment policies and standards, along with your strong organizational and problem solving skills would help you in working with stakeholders and the public in identifying concerns raised through complaint and appeal process.

Qualifications: Related post secondary education along with considerable experience in a professional role that includes policy or program delivery is required. A property valuation A.M.A.A., AACI, CAE designation is highly desirable. Demonstrated professional writing, communication and consultation skills as well as intermediate to advanced skill level using MS Office software is a requirement. A strong understanding of the assessment and property tax provisions in the Municipal Government Act is an asset. Occasional travel throughout Alberta is required. Equivalencies will be considered. Candidates with lesser qualifications may be considered in a developmental role.

This competition will be used to establish a list of suitable candidates to fill present and future permanent full-time and part-time and temporary vacancies within the Assessment Services Branch.

Note: Final applicants will be required to undergo security screening.

Online applications are preferred. To apply online, visit <http://jobs.alberta.ca>. If you are unable to submit an electronic version of your resume, please submit your resume, quoting competition number to: Alberta Municipal Affairs and Housing, Human Resource Services, 18th floor Commerce Place 10155-102 Street, Edmonton, AB T5J4L4. Fax: (780) 422-0214.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we cannot confirm that our office has received resumes. Applicants who apply online will receive an e-mail acknowledging receipt of their application.