

EMPLOYMENT OPPORTUNITY

Job Requisition No.: 908644
This Job Requisition No. must be included on your application.

Assessor II

4 Permanent Positions
Civic Service Union 52
17AABB – Assessment Operations
Work Location: Chancery Hall

Opening Date: 04-FEB-2008
Closing Date: 11-FEB-2008
Internal applicants, please include your payroll number.

FUNCTIONS:

As an Assessor II, you will be responsible for determining and defending market value estimates for a wide variety of properties for the purposes of property taxation. These will include:

- Planning, monitoring, verifying and evaluating data, as well as inspecting, measuring and classifying properties.
- Performing complex analysis, obtaining, reviewing, interpreting, verifying and validating all pertinent valuation data.
- Conducting analysis of current market conditions in order to arrive at values and maintaining an ongoing awareness of changes in conditions and their effect on market valuation.
- Creating mass appraisal valuation methods, within parameters set out by Senior Assessors, and using the appropriate valuation method to create assessment values for all property types.
- Preparing exception reports, ensuring necessary changes are made to correct data and reporting variances to Senior Assessors.
- Mentoring, assisting and sharing knowledge and information with all staff.
- Preparing and presenting evidence in the defense of valuations before the Assessment Review Board and the Municipal Government Board, and attending public information forums as directed.

JOB REQUIREMENTS:

- An AMAA Designation; AACI or CAE designation with course work in Alberta Assessment Legislation.
- Completion of a Diploma or Degree in Real Property Assessment/Appraisal, or a related discipline.
- Knowledge of pertinent Alberta Assessment and taxation legislation/regulations.
- Four (4) years valuation experience, of which two years should be regularly working with the three appraisal approaches to value.
- Considerable knowledge of the income approach to valuation.
- Working knowledge of Microsoft standard desk top applications.
- Considerable knowledge of mass appraisal techniques, procedures and methodologies in valuation.
- Working knowledge of statistics with statistical software package familiarity.
- Strong analytical, oral and written communication skills.
- Valid Alberta Driver's License.
- **Applicants may be tested.**
- **Applicants who have less than four (4) years experience and/or do not fully meet the requirements may be considered at the Opportunity Concept level and salary range.**

HOURS OF WORK:

33.75 hours per week, Monday – Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

SALARY RANGE:

21M, Salary Grade: 029, \$32.88 - \$41.32 (Hourly), \$2,219.47 - \$2,789.37 (Bi-Weekly), \$57,928.10 - \$72,802.56 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

GENERAL:

Civic Service Union 52 members are requested to send a copy of their application for this competition to the union office.

The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.

HUMAN RESOURCES CONSULTANT: MM/MW 1982, 01003140, 01007520, 00142285, 00803782

To apply online and for further details, visit www.edmonton.ca/careers Applications can also be faxed to (780) 496-8063 or submitted in the drop-off box at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB, T5J 2R7.