

EMPLOYMENT OPPORTUNITY

Job Requisition No.: 908664
This Job Requisition No. must be included on your application.

Assessor I

5 Permanent Positions
Civic Service Union 52
17AB - Planning and Development – Assessment Operations
Work Location: Chancery Hall

Opening Date: 11-FEB-2008
Closing Date: 18-FEB-2008
Internal applicants, please include your payroll number.

FUNCTIONS:

As an Assessor I, 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:

- A Residential Evaluation Specialist (RES), Canadian Residential Appraiser (CRA), Accredited Municipal Assessor of Alberta (AMAA) Designation, or a CAE Designation with coursework in Alberta Assessment and Legislation and Computer Assisted Valuation.
- Two (2) years valuation experience, some of which must have been in market value valuation.
- Working knowledge of standard desk top applications.
- Applicants must be familiar with Apex sketching software, digital photography, and use of wireless remote data collection devices.
- Considerable knowledge of mass appraisal techniques, procedures and methodologies.
- Strong analytical, oral and written communication skills.
- Valid Alberta Driver's license.
- **Applicants who have less than the two (2) years of 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: 026, \$30.94 - \$38.98 (Hourly), \$2,088.11 - \$2,631.35 (Bi-Weekly), \$54,499.74 - \$68,678.30 (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 0561, 01008164, 01008165,
01008166, 01003875, 00142616

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.