

Assessor II

Job Requisition No. 0796

Job Posting: March 19, 2008 – April 1, 2008

Union: CSU 52

Number of Openings (approximation): 1 - Standard - Full-time

Department: Planning & Development

Work Location(s): Chancery Hall

Description:

As an Assessor II within the multi-residential unit, you will be responsible for determining and defending market value estimates within a wide variety of properties for the purposes of equitable property tax distribution. These duties will include:

- Planning, gathering, monitoring, verifying and evaluating pertinent data, as well as inspecting, measuring and classification of properties.
- Performing complex analysis, obtaining, reviewing, interpreting, verifying and validating all pertinent valuation data.
- Conducting analysis of current market conditions in order to maintain an ongoing awareness of changes in conditions and their impact on market value.
- Creating mass appraisal valuation methods, within parameters set out per provincial legislation, and Senior Assessor.
- Utilizing appropriate valuation approaches in the creation of market-determined assessment values for all property types.
- Preparing exception reports, and ensuring necessary changes are made to correct data and reporting variances to Senior Assessor.
- 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. Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance. 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

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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.