



Mountain View
COUNTY

EMPLOYMENT POSTING

HR02-2008(3)

Assessor – Assessment Services (One FTE Position Available)

8:00 am to 4:00 pm Monday through Friday

Assessor I ADM-G – Pay Band \$59,077 - \$66,491/per annum

Assessor II ADM-I – Pay Band \$66,907 - \$75,304/per annum

Supervisor: Manager Assessment Services

Position Summary:

Reporting to the Manager of Assessment Services; assists with the delivery, administration and annual valuation of properties within the County; oversees and carries out valuation of all industrial, commercial and residential properties in the County and the assessment of all mobile homes and the maintenance and updating of related records and notices. As assigned, carries out re-inspections and investigation and resolution of complaints regarding assessment; may represent the County at Assessment Review Board and Municipal Government Board hearings; responds to queries and complaints from ratepayers, organizations, groups and other County departments; performs related duties.

Requirements: (Assessor I)

- Post secondary diploma in Real Property Assessment is desired; however, a combination of education and experience may be considered;
- Membership, or the ability to obtain membership, and enrollment in the Accredited Municipal Assessor of Alberta program;
- Proficient working knowledge of computers with demonstrated ability to create and manipulate electronic files and folders, databases, etc.

Requirements: (Assessor II)

- Accredited Municipal Assessor of Alberta designation is desired; however, a combination of education and experience may be considered;
- Preference will be given to those individuals with prior municipal experience in a rural setting;
- Proficient working knowledge of computers with demonstrated ability to create and manipulate electronic files and folders, databases, etc.

Please visit www.mountainviewcounty.com, or call our Human Resource Department at (403)335-3311 ext 194, Fax Number: (403)335-9207 for more information – Forward all resumes, in confidence, to Human Resources, Mountain View County - PO Bag 100, Didsbury, AB T0M 0W0 – Email: hr@mountainviewcounty.com. *Only those resumes marked to the attention of Human Resources will be considered in the recruitment process. This opportunity will remain open until a suitable candidate has been chosen.*

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.