

Working for The City of Calgary: Would it 'work' for you?

There are more than 13,000 City of Calgary employees, with more than 13,000 reasons they've chosen to work here.

Come join us. The City of Calgary's employee team, the cornerstone of a community where new people and new ideas are welcomed, and the quality of life is valued above all else.

Recognized as a global leader in municipal excellence, The City of Calgary provides more than 500 services and programs. That means there are many opportunities here for challenging, satisfying and rewarding employment.

As an employer, The City sets a refreshing new standard in personalized work-life balance: flexible schedules, an attractive benefits plan, education and training programs, advancement possibilities, and above all, the opportunity to make your mark in the community you've chosen as your home.

You'll find a full listing and description for these and other positions currently available at calgary.ca/careers.

Assessment Assistant

Assessment

Assessment prepares property and business market value assessments for municipal and education tax collection. Our assessors review, evaluate, and assess properties and businesses to maintain a competitive real estate market.

The Assessment Business Unit is responsible for preparing high quality market value property and business assessments as a basis for municipal and education taxes. We are seeking Assessment Assistants to provide technical and administrative assistance to professional staff in the business unit for a variety of functions that are critical to appraisal processes, data management, strategic operations and policy analysis.

Duties include account data management, inventory refreshing and data reconciliation, site inspections, field property and structure verification, support for multimedia capture operations and the development of documentation to identify and support ongoing and new operations. This position is also expected to provide support for tribunal operations, the processing of evidence packages, the maintenance of spreadsheets and handling incoming and outgoing documents.

The successful applicant must have a High School diploma or equivalent (e.g. GED) in addition to having completed post-secondary course work and six months related work experience. The preferred candidate will have completed more than one year toward a recognized undergraduate degree with studies in areas such as Mathematics, Economics, Statistics, Finance, Computer Science, Business Administration, Real Estate, Engineering or Public Administration.

Experience using Microsoft Office Products such as Word, Excel, and Outlook is required. Candidates must have excellent data gathering and analysis skills, conceptual, communication, technology and interpersonal skills. Candidates must also possess strong planning and organizational skills and attention to detail and accuracy.

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications. More than one position may be filled from this competition. Applicants may be tested for appropriate skills.

Applicants quoting reference #107274 apply on or before April 14, 2008.

Union/Position: CUPE Local 38/Limited Term (up to one year)

Compensation: Pay Grade 3

\$17.42 - 19.16 - 20.13 - 21.12 - 22.18 - 23.29 per hour

Hours of Work: This position is a standard 35 hour per week.

For more information about these positions or to **apply online** visit our website:

www.calgary.ca/careers and click on **career opportunities** or mail your resume to:

The City of Calgary

Human Resources (#8107)

P.O. Box 2100, Station M

Calgary, Alberta T2P 2M5

Reference number must be quoted on your application.

We thank all applicants for their interest. However, only individuals selected for interviews will be contacted.