



Assessor I

Assessment & Taxation Department

This is a permanent, full-time position working thirty-five (35) hours per week.

Under direct supervision, performs data collection, verification, analysis, statistical testing and technical property assessment valuations for residential real property using the Cost and Comparative Approaches for taxation and other related purposes and in accordance with pertinent Municipal By Laws, policies and procedures, Provincial and Federal Statutes.

Qualifications

- Grade twelve (12) diploma.
- A Real Property Assessment two (2) year diploma or Certificate from a recognized Institution or University. Post secondary education must include computer assisted mass appraisal valuation, economics and building construction course work.
- Experience working with a Computer Assisted Mass Appraisal System and in a building construction environment, is a definite asset.
- Reading and interpreting blueprints, is an asset.
- Valid Alberta Class Five (5) driver's licence (clear driving record an asset). Must have personal vehicle for use on the job.
- Must be medically and physically fit to perform field work and inspect all stages of construction. Working in all weather conditions is required.
- Proven ability to understand PC applications, including spreadsheet applications, database mechanics and structures and multiple regression analysis.
- Ability to communicate verbally and in writing using diplomacy and tact, sometimes in stressful situations.
- Ability to establish and maintain effective working relationships with co-workers, public and administration.
- Proven ability to work independently or in a team environment.
- Demonstrable organizational and planning skills and the proven ability to accurately collect, assemble, enter and review data to meet deadlines.
- Knowledge to efficiently, objectively and subjectively make decisions regarding residential properties in a timely manner.

Salary

\$29.77 (Probationary rate)

\$32.85 - \$35.37 (Permanent rates)

Rates have been adjusted to reflect market conditions

In addition to the rate of pay, we offer other attractive incentives:

-excellent training and development opportunities

-an extensive employer paid benefits plan

-equity protection program

-an additional annual payment of \$12,480 (combination of a cost of living allowance and a monthly wellness payment.)

Competition Number 08-0146

Closing Date April 25, 2008

Submit application and/or resume to: The Regional Municipality of Wood Buffalo, Human Resources Department, Suite 103, 9816 Hardin Street, Fort McMurray, AB. Fax Number 780-743-5401 or apply online at www.woodbuffalo.ab.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.