



Assessor

Assessment & Taxation Department

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

Salary will be commensurate with the level of experience and education of the applicant.

Duties include:

Prepare assessments in accordance to the Municipal Government Act and Regulations, Municipal bylaws, policies and procedures, and Federal Statutes. Perform data collection, sales verification, analysis, statistical testing, and property assessment valuation for residential properties. Prepare and defend assessments using the income, cost and comparative sales approaches to value for taxation. Analyzing, evaluating, and formulating assessment valuation models. Compiling, analysing, evaluating, and preparing reports for the General Manager, Provincial Assessment Standards Branch. Prepare reports for internal documentation which include strategic initiatives and/or appropriate corrective actions.

Minimum 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. An AMAA Designation, AACI Designation with course work in Alberta Assessment Legislation, or CAE Designation with course work in Alberta Assessment is an asset.
- 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 \$34.15 - \$52.70 (Permanent hourly rates)
\$62,392 - 96,282 (per annum)

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

- excellent training and development opportunities**
- an extensive employer paid benefits plan**
- Home equity protection program****
- an additional annual payment of \$12,480 which represents a cost of living allowance**

Competition Number 08-0228

Closing Date Open Until Filled

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. **Should you require additional information, please contact Henk Van Waas, Regional Assessor at (780) 792-5995.**

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