

Assessor I

Requisition Number: 1571

Classification Title: Assessor I

Open Date: Jul 8, 2008

Closing Date - 12:01 am (in the morning) on: Jul 23, 2008

Union: CSU 52

Number of Openings (up to): 1 - Temporary Full-time

Department: Assessment Operations Section (Planning and Development Department)

Work Location(s)

Chancery Hall, 3 Sir Winston Churchill Square (018), T5J 2C3

Description:

As an Assessor I, you will be responsible for determining and defending values on a wide variety of property, building, machinery or other assets for the purposes of taxation. This will include:

- Inspecting, measuring and classifying properties
- Obtaining, reviewing and verifying all data
- Customer service dealing with council, management and ratepayer inquiries
- Performing complex analysis and interpreting data
- Conducting analysis of current market conditions in order to arrive at values and maintaining an ongoing awareness of changes in conditions and their effect on market valuation
- Ability to speak at Professional Organizations regarding trends and valuation changes within these inventories
- Preparing exception reports, ensuring necessary changes are made to correct data and reporting variances to Assessor IIIs
- Mentoring, assisting and sharing knowledge and information with all staff
- Ability to multi task and represent the various sections in dealing with a substantial amount of assessment complaints before both the Assessment Review Board and Municipal Government Board
- Ability to meet constrained deadlines for both valuation and appeals throughout the annual cycle
- Initiative to obtain and/or determine answers for issues arising in the valuation or appeal process

Qualifications:

- Residential Evaluation Specialist (RES), Canadian Residential Appraiser (CRA) or an Accredited Municipal Assessor of Alberta (AMAA) designation
- Successful completion of a Diploma in Appraisal and Assessment, or related discipline
- Knowledge of pertinent legislation / regulations
- Two (2) years valuation experience
- Expert knowledge of the cost approach and the application of MSCOM
- Working knowledge of the direct sales and income approach to value
- Working knowledge of TACS application
- Strong interpretation skills of rent roll information and financial statements received by the cities annual Request for Information (RFI's)
- Working knowledge of standard desk top applications
- Considerable knowledge of mass appraisal techniques, procedures and methodologies in valuation
- Strong analytical, oral and written communication skills
- Valid Alberta Driver's License
- Where appropriate, applicants may be required to participate in job specific tests

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: 026, \$30.93- \$38.98(Hourly), \$2,088.11- \$2,631.35 (Bi-Weekly), \$54,499.74- \$68,678.30 (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. 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.