

Assessor II

Requisition Number: 1536

Classification Title: Assessor II

Posted On: Jul 2, 2008

Closing Date - 12:01am (in the morning) on: Jul 24, 2008

Union: CSU 52

Number of Openings (up to): 1 - Permanent 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 II, you will be responsible for determining and defending market value estimates for a wide variety of properties for the purposes of property taxation. These will include:

- Planning, monitoring, verifying and evaluating data, as well as inspecting, measuring and classifying properties.
- Performing complex analysis, obtaining, reviewing, interpreting, verifying and validating all pertinent valuation 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.
- Creating mass appraisal valuation methods, within parameters set out by Senior Assessors, and using the appropriate valuation method to create assessment values for all property types.
- Preparing exception reports, ensuring necessary changes are made to correct data and reporting variances to Senior Assessors.
- Mentoring, assisting and sharing knowledge and information with all staff.
- Preparing and presenting evidence in the defense of valuations before the Assessment Review Board and the Municipal Government Board, and attending public information forums as directed.

Job Requirements:

- An AMAA Designation; AACI Designation with course work in Alberta Assessment Legislation; or CAE Designation with course work in Alberta Assessment.
- Successful completion of a Diploma in Appraisal and Assessment, or related discipline.
- Knowledge of pertinent legislation / regulations.
- 4 years valuation experience; of which two years should be regularly working with the three approaches to value.
- Ability to demonstrate advance knowledge of assessment legislation, principles and procedures for assessing real property.
- Ability to plan coordinate work with co-workers.
- Demonstrate well developed computer skills; including Internet, TACS applications and various software packages.
- Working knowledge of standard desktop applications, in particular PowerPoint, Word, and Excel.
- Superior analytical, oral and written communication skills.
- Valid Alberta Driver's License (Class 5) and available vehicle.
- Those applicants not possessing the full job requirements for this position may be considered for appointment in accordance with the Opportunity Concept provisions of the collective agreement between the City and CSU 52.
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance.
- 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: 029, \$32.88 - \$41.32 (Hourly), \$2,219.47- \$2,789.37 (Bi-Weekly), \$57,928.10- \$72,802.56 (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. Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance.

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.