

# Assessor Assistant

## Job Number: 2131

**Classification Title:** Assessor Assistant

**Posted On:** Oct 29, 2008

**Closing Date - 11:59pm on:** Nov 5, 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 Assistant in the Business Assessment Unit, you will perform independent complex technical fieldwork involving the inspection of properties, gathering of data and other tasks related to the assessment function. Responsibilities will include:

- Inspecting, measuring and recording specific data and attributes respecting all real property and business premises, as well as recording all relevant information.
- Entering and collecting data using a wireless remote data collection device.
- Assisting Assessor III's, Assessor II's, and Assessor I's in valuations.
- Inspecting business premises and collecting rental data.
- Updating data on computer, including complex and/or unusual properties.
- Reviewing and checking data entries and outputs of own work and that of others.
- Assisting and working with Assessors in the review and final calculations of assessments.
- Preparing and maintaining comprehensive field records for sketches, diagrams and other relevant data.
- Attending meetings, appeals and hearings and participating as directed.
- Assisting in developing and improving assessment methods and procedures.
- Performing other related work as assigned.

**Job Requirements:**

- Completion of the 1st year of the UBC Certificate Program in Real Property Assessment, one course of which must be Building Construction, or preferably the completion of the Appraisal and Assessment Diploma from Lakeland College.
- Additional training or experience in accounting and/or finance would be considered an asset.
- Knowledge of construction material and techniques involved in the assessment of residential, commercial, industrial, multi-residential and business premises, including market values of all types of land.
- Considerable knowledge of data required to calculate assessments.
- Ability to meet and deal courteously and tactfully with internal and external customers.
- Valid Alberta Driver's License.
- Working knowledge of standard desktop applications and Apex sketching software.
- 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: 015, \$22.95- \$28.70 (Hourly), \$1,549.19- \$1,937.39 (Bi-Weekly), \$40,433.92- \$50,565.75 (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/MC

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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. All postings close at 11:59 p.m. on the date listed.