



We are proud of the community which we serve and are committed to the principle of equal employment opportunity - now you can take this opportunity for personal satisfaction in contributing to the provision of quality service by submitting your application for

ASSESSOR

Due to a retirement and succession planning we have an opening for an Assessor 1. We require a highly motivated team player to work on general assessment duties. Must be capable of working independently, possess excellent communication, organizational and time management skills.

Responsibilities

This position plays an entry level role in the effective management and administration of the assessment process. They also play a key role in the collection and review of property data in accordance with the Municipal Government Act, regulations and by-laws using mass appraisal techniques. The successful candidate must be able to communicate tactfully, clearly, and effectively.

Qualifications

- Enrollment in, or working towards the University of British Columbia Certificate Program in Real Property Assessment or a two (2) year Diploma in Real Property Assessment from a recognized Institute or equivalent.
- Proven ability to understand computer applications including multiple regression analysis and Microsoft Office products including Excel, Word and Access.
- Building construction knowledge.
- Good mathematical skills
- Knowledge of the Camalot assessment program and previous experience would be an asset.
- Valid Alberta class five (5) drivers' license and a personal vehicle for use on job are mandatory. (Applicants will be required to provide a drivers abstract)

Salary is currently under review

The Assessment/Tax department would like to thank all applicants for their interest - only those selected for an interview will be contacted.

Applications will be accepted until January 30, 2009 at the Assessment/Tax Department, City Hall, P.O. Bag 4000, 10205-98 Street Grande Prairie, Alberta, T8V 6V3. Fax: (780) 814-7349 or email: dswant@cityofgp.com. Visit www.cityofgp.com for more information.