

The Municipal District of Taber is actively recruiting for the following position:

ASSESSOR – FULL TIME POSITION

You are an individual who is seeking both a challenge and an opportunity. You recognize the value of living in an area that blends the amenities of urban convenience with a rural lifestyle with an organization that offers:

- A salary that reflects your unique combination of experience and education
- An exceptional benefit plan
- Hours of work that allow for a healthy work / life balance
- An opportunity for advancement upon retirement of our Senior Assessor
- A communicative work environment that encourages growth and development and celebrates team work

Responsibilities:

- To work under the supervision of the Senior Assessor to gain experience on the unique assessing challenges within the M.D. of Taber that will lead to advancement within the organization.
- Communicate tactfully and supply information to municipal staff and council, the general public, ratepayers, appraisers, realty agents, other municipal governments and the provincial government.
- Perform site inspections of residential, commercial, industrial and farm properties to gather and verify assessment data.
- Ensure information collected is updated and validated on the CAMA system including digital photographs and diagrams.
- Assist to establish market value assessments in a mass appraisal environment by the application of property appraisal and assessment theory and principles.
- Interpret land titles and all associated registered documents, including sales verification.
- Provide support in the analysis and reporting requirements of the Provincial Government Audit process as necessary for ASSET.
- Assist with preparation and presentation of evidence to defend assessments as required before the Assessment Review Board or Municipal Government Board.

Qualifications:

- Superior communication skills, advanced conflict resolution skills.
- Diploma in property assessment or appraisal related field from a recognized post-secondary institution.
- Designation from a recognized assessment or appraisal organization (AMAA, CAE, AACI) or working towards such a designation.
- Minimum 4 years experience
- Excellent computer skills and familiarity with Microsoft Office, Bellamy Taxation System, Camalot CAMA software, Apex, and Marshall & Swift Valuation Service.
- Understanding of mass appraisal and application of cost, direct sales comparison and income approaches to value.
- A valid class 5 driver's license.

This is a permanent full time position (37.5 hours per week)

A 6 month probationary period is applicable for this position.

Interested individuals are invited to submit a resume to:

Municipal District of Taber
C/o Derrick Krizsan, Municipal Administrator
Assessor
4900B 50St
Taber, AB
T1G 1T2.

Resumes will be accepted until May 1, 2009, or until a suitable candidate is found.

We thank all applicants; however only those invited for an interview will be personally contacted.