

More than just a job

Sturgeon County is a growing and vibrant community committed to service, economic opportunity and quality of life for its residents. As an employer we continually seek individuals with the spirit to make things happen.

Interested candidates are encouraged to submit their application/resume by mail, fax or email quoting the competition number.

Sturgeon County
9613-100 Street
Morinville, AB T8R 1L9
County Centre

PH: 780-939-4321
Toll Free 1-866-939-9303
Fax 780-939-2076
E-mail:
hr@sturgeoncounty.ab.ca

Thank you to all applicants for their interest in Sturgeon County; however only those chosen for an interview will be contacted.

Further information about this position can be obtained by calling Gerry Gaetz at 780-939-0612.

www.sturgeoncounty.ab.ca

Sturgeon County has a temporary position available in our Assessment Department for a:

Assessment Data Collector

Responsibilities:

- Assist Assessment department with the collection and entering of municipal assessment data;
- check existing assessment data for accuracy and correctness;
- update existing assessment data where necessary;
- input updated information into CAMA system; and
- follow the Sturgeon County Health & Safety Program guidelines and adheres to the worker responsibilities and accountabilities as outlined in the program manual;

Qualifications:

- Basic knowledge of municipal and assessment procedures;
- ability to read and understand a municipal map using the legal land description;
- proficient oral and written communication skills;
- ability to understanding and following instructions;
- a mindset for achieving exceptional internal and external customer satisfaction;
- proficient in Microsoft Office using Outlook, Word, and Excel;
- a valid Alberta Class 5 driver's license with a clean drivers abstract; and
- a current **criminal records check** is mandatory prior to commencing employment.

Position Type:	Temporary—May 4 to August 28, 2009
Competition Number:	#AAA- 02-2009
Rate of Pay:	Wage of \$14.51—16.97
Hours of Work:	8:30 am-4:30 pm, Monday through Friday
Competition Closing Date:	March 6, 2009 @ 1:00pm