



VALUATION OFFICER
Assessment and Taxation Department
Posting No.: 105048

Under general supervision, following departmental operating procedures and processes, the Valuation Officer is responsible to collect, record, verify, discuss and analyze property and business data in addition to completing property valuations for assigned property, using predetermined valuation parameters and the departmental computer systems. The Valuation Officer is responsible to maintain the quality standards of the department.

QUALIFICATIONS:

1. A technical College Diploma or a University Degree in a related discipline OR five years of industry related practical work experience (e.g. real estate sales, appraisal, assessment valuation, real estate development/leasing management) and;
2. A Certificate in Real Property Assessment OR a Canadian Residential Appraisal (CRA) designation.
3. Posses or ability to acquire within "48" months on the job: AAOM Accreditation OR Canadian Residential Appraiser (CRA) designation through the Appraisal Institute of Canada.
4. A valid Manitoba Class 5 Drivers License.
5. Eligible to receive police security clearance.
6. Demonstrated ability to establish and maintain effective working relationships with the public and other employees.
7. Thorough knowledge of the appraisal process and valuation approaches.
8. Knowledge of factors influencing the market value of land and buildings.
9. Knowledge of general legislation and policies governing assessment procedures.
10. Demonstrated computer skills including statistical analysis software and basic typing skills.
11. Knowledge of building construction and materials and ability to read and interpret blue prints and specifications.
12. Demonstrated ability to make accurate mathematical calculations.
13. Demonstrated ability to work independently, prioritize tasks and set and meet deadlines.
14. Excellent organizational skills and the ability to pay attention to detail and accuracy, ability to multi-task and utilize effective time management.
15. Demonstrated ability to communicate effectively, both orally and in writing.
16. Physically capable of performing the duties of the position.

Note:

1. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.

SALARY: \$1,827.30 TO \$2,448.98 Bi-weekly

A comprehensive salary and benefits package is offered. Interested applicants should submit their application, including a resume, online or by mail prior to June 22, 2009 quoting Posting No. 105048 to: Human Resource Assistant, Assessment and Taxation Department, 457 Main Street, R3B 1B5.

Only candidates selected for interviews will be contacted.

The City of Winnipeg is an Employment Equity Employer
"Aboriginal persons, women, visible minorities, and individuals with disabilities
are encouraged to self-declare in their covering letter"

PHONE 984-4636
FOR EMPLOYMENT INFORMATION
7 DAYS A WEEK, 24 HOURS A DAY
986-3452 - TTY
www.winnipeg.ca