

Assessor I

Job Number: 2997

Classification Title: Assessor I

Posting Date: Mar 6, 2009

Closing Date - 11:00pm on: Mar 20, 2009

Union: CSU 52

Number of Openings (up to): 15 - Permanent Full-time

Department: Assessment and Taxation Branch (Planning and Development Department)

Work Location(s): Chancery Hall, 3 Sir Winston Churchill Square (018), T5J 2C3

Description:

There are up to fifteen (15) positions available.

As an Assessor I, you will be responsible for determining and defending values on a wide variety of property, building, machinery or other assets for the purposes of taxation. This will include:

- Inspecting, measuring and classifying properties.
- Obtaining, reviewing and verifying all data.
- Customer service dealing with council, management and ratepayer inquiries.
- Performing complex analysis and interpreting data.
- Conducting analysis of current market conditions in order to arrive at values and maintaining an ongoing awareness of changes in conditions and their effect on market valuation.
- Ability to speak at Professional Organizations regarding trends and valuation changes within these inventories.
- Preparing exception reports, ensuring necessary changes are made to correct data and reporting variances to Assessor IIIs.
- Mentoring, assisting and sharing knowledge and information with all staff.
- Ability to multi task and represent the various sections in dealing with a substantial amount of assessment complaints before both the Assessment Review Board and Municipal Government Board.
- Ability to meet constrained deadlines for both valuation and appeals throughout the annual cycle.
- Initiative to obtain and/or determine answers for issues arising in the valuation or appeal process.

Job Requirements:

- Residential Evaluation Specialist (RES), Canadian Residential Appraiser (CRA) or an Accredited Municipal Assessor of Alberta (AMAA) designation.
- Successful completion of a Diploma in Appraisal and Assessment, or related discipline.
- Knowledge of pertinent legislation / regulations.
- Two (2) years valuation experience.
- Expert knowledge of the cost approach and the application of MSCOM.
- Working knowledge of the direct sales and income approach to value.
- Working knowledge of TACS application.
- Strong interpretation skills of rent roll information and financial statements received by the cities annual Request for Information (RFI's).
- Working knowledge of standard desk top applications.
- Considerable knowledge of mass appraisal techniques, procedures and methodologies in valuation.
- Strong analytical, oral and written communication skills.
- Valid Class 5 Alberta Driver's License.
- Where appropriate, applicants may be required to participate in job specific tests.

NOTE: Those applicants not possessing the full job requirements for this position may be considered for appointment in accordance with the Opportunity Concept provisions of the collective agreement between the City and CSU 52.

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: 026, \$30.93- \$38.98 (Hourly), \$2,088.11- \$2,631.35 (Bi-Weekly), \$54,499.74- \$68,678.30 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. Opportunity Concept Level: 21A, Salary Grade: 017, \$24.03 - \$29.55 (Hourly), \$1,622.43 - \$1,994.90 (Bi-Weekly), \$42,345.42 - \$52,066.76 (Annually). This union contract is currently under negotiation.

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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To apply online and for further details, visit www.edmonton.ca/careers

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.