

Assessor II

Job Number: 2998

Classification Title: Assessor II

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 II, 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.
- Significant amount of 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.
- Creating mass appraisal valuation models, within parameters set out by Assessor IIIs, and using the appropriate valuation approach to prepare assessments for all property types.
- Preparing exception reports, ensuring necessary changes are made to correct data and reporting variances to Assessors 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:

- An AMAA Designation; AACI Designation with course work in Alberta Assessment Legislation; or CAE Designation with course work in Alberta Assessment.
- Successful completion of a Diploma in Appraisal and Assessment, or related discipline.
- Knowledge of pertinent legislation / regulations.
- Four (4) years valuation experience; of which two (2) years should be regularly working with the three approaches to value.
- Ability to demonstrate advance knowledge of assessment legislation, principles and procedures for assessing real property.
- Ability to plan and coordinate work with co-workers.
- Demonstrate well developed computer skills; including Internet, TACS applications and various software packages.
- Working knowledge of standard desktop applications, in particular PowerPoint, Word, and Excel.
- Superior analytical, oral and written communication skills.
- Valid Alberta Driver's License (Class 5) and available vehicle.
- 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.
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance.
- Where appropriate, applicants may be required to participate in job specific tests.

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: 029, \$32.88 - \$41.32 (Hourly), \$2,219.47- \$2,789.37 (Bi-Weekly), \$57,928.10- \$72,802.56 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. Opportunity Concept Level: 21A, Grade: 018, \$29.59 - \$31.92 (Hourly), \$1,997.60 - \$2,154.67 (Bi-weekly), \$52,137.23 - \$56,236.82 (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. Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance.

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.