

## Careers with a Future

**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 Centre**  
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](mailto: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](http://www.sturgeoncounty.ab.ca)

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

### Assessor

#### Responsibilities:

- determine taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis;
- inspect new construction and major improvements to existing structures in order to determine values;
- explain assessed values to property owners and defend appealed assessments at public hearings;
- inspect properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value;
- prepare and maintain current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions;
- identify the ownership of each piece of property;
- conduct regular reviews; cyclical inspections, of property within jurisdictions in order to determine changes in property due to construction or demolition;
- keep informed with aspects of local real estate markets;
- approve applications for property tax exemptions or deductions;
- establish uniform and equitable procedures for assessing all classes and kinds of property;
- understand and be able to calculate tax bills for properties by multiplying assessed values by jurisdiction tax rates;
- follow the Sturgeon County Health and Safety Program guidelines and adheres to the worker responsibilities and accountabilities as outlined in the program manual; and
- complete special projects as required.

#### Qualifications:

- ideal candidate would possess a two-year post secondary diploma in property appraisal or equivalent and a certificate from UBC in Real Property Assessment with a minimum of four years of assessment experience in a municipal environment;
- a professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACCI) or International Association of Assessing Officers (CAE); and or
- **will also consider those currently enrolled or interested in working towards certification in Real Property Assessment;**
- holds a valid Driver's License;
- a complete understanding of current assessment and taxation legislation, mass appraisal and application of cost, direct sales comparison and income approaches to value;
- knowledge of local, social, and economic factors affecting property values; complete knowledge of mathematical and statistical tools used in assessment work;
- the ability to handle stressful situations and have the ability to get along well with all types of people;
- mature judgment, initiative, motivation, excellent oral and written communication skills with attention to detail and the ability to make decisions and accept responsibility for them is vital; and
- excellent computer skills (familiarity with Microsoft Office, GIS, Muniware taxation system and CAMA lot software). This job is performed in a normal office environment and requires site inspections in rural areas.
- A current Criminal Records Check is mandatory prior to commencing employment

<b>Position Type:</b>	Permanent full-time
<b>Competition Number:</b>	# 25-2009
<b>Rate of Pay: Assessor II Assessor I</b>	With accreditation salary of \$56,763—\$74,695 Working towards accreditation salary of \$51,939—\$68,349
<b>Hours of Work:</b>	8:30 am-4:30 pm, Monday through Friday
<b>Competition Closing Date:</b>	Will remain open until suitable candidate is found.

**Sturgeon County offers a competitive benefits package for this permanent position.**