



FIELD ASSISTANT
Assessment and Taxation Department
Posting No.: 105045

The Field Assistant, under the supervision of the Geographic Area Coordinator, is responsible to collect, record, verify, discuss and review property and business data and enter into the appropriate system for assigned property types and assignments.

QUALIFICATIONS:

1. Completion of the Certificate in Real Property Assessment program along with some technical school training and/or experience in construction trades or real estate; or a technical College Diploma or a University Degree in a related discipline (e.g. Business Administration, Economics, Real Property Assessment, Building Technology) combined with completion of the first year in the Certificate in Real Property Assessment program. (Foundations in Real Estate Mathematics, Foundations of Real Estate Appraisal).
2. A valid Manitoba Class 5 Driver's License.
3. Eligible to receive police security clearance.
4. Demonstrated ability to establish and maintain effective working relationships with the public and other employees.
5. Knowledge of the appraisal process and valuation approaches.
6. Demonstrated computer skills and basic typing skills.
7. Knowledge of building construction and materials and ability to read and interpret blue prints and specifications.
8. Demonstrated ability to make accurate mathematical calculations.
9. Ability to work independently, prioritize tasks and set and meet deadlines.
10. Excellent organizational skills and the ability to pay attention to detail and accuracy.
11. Physically capable of performing the duties of the position.

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

SALARY: \$1,489.59 to \$1,802.66 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. 105045 to: Human Resource Assistant, Assessment and Taxation Department, 457 Main Street, R3B 1B5. Fax #(204) 986-6105.

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
986-3451 - TTY
www.winnipeg.ca

