



CLEAR HILLS COUNTY

ASSESSOR

Clear Hills County is a rural municipality located in the pristine Peace County 200km north of Grande Prairie, supported by a mixture of agriculture, industrial, oil and gas activity, and tourism. The County is seeking a highly motivated individual to assume the position of Assessor. The individual we seek must be a team player with proven assessment abilities.

The position will include the following responsibilities:

- Inspecting, measuring and classifying properties in order to prepare and maintain the annual assessment for the County;
- Dealing with inquiries from Council, management and the public;
- Representing the County in a courteous and professional manner.

The successful candidate should possess the following qualifications:

- Completion of a recognized assessment diploma program.
- Minimum of three years full-time experience in the assessment field.
- Accreditation with the Alberta Assessors' Association
- Strong analytical, planning and organizational skills.
- Knowledge of municipal legislation and relevant statutes.
- Effective communication skills; written, verbal and presentation.
- Demonstrated ability to work effectively, both independently and as part of a team.

Applications, including references, should be submitted in confidence no later than August 28, 2009 to:

Wendy Schmaltz, B.Admin, C.A.
Corporate Services Manager / Assistant CAO
P.O. Box 240
Worsley, AB T0H 3W0
Tel: (780) 685-3925 Fax: (780) 685-3960
Email: wendy@clearhillscounty.ab.ca

www.clearhillscounty.ab.ca

Position will remain open until suitable candidate is selected.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.