



Property Assessor

Are you an experienced and client-focused Real Estate Professional looking for a challenging and exciting opportunity to apply your knowledge of property valuation?

This position values real property for assessment purposes consistent with provincial legislation, regulations and Assessment Branch policy. This position reports to the Manager of Commercial Assessment, the Manager of Residential Assessment or the Manager of Assessment Research.

We are looking for a Real Estate Professional with extensive knowledge, skills and experience in:

- Performing assessment duties of a technical nature in the inspection and valuation of properties including the valuation and classification of new buildings, the assessment of condominiums, inspection of existing improvements, and reassessment activities.
- Assisting with the training of junior staff with regard to assessment data and processes and providing supervision for Data Collectors.
- Reviewing properties under appeal and compiling market and assessment data including supporting documents and case law. Participating in assessment appeal hearings as an expert witness / advocate.
- Assisting in the collection, substantiation and analysis of property sales and other market data.
- Ensuring consistent application and compliance with relevant municipal and provincial ordinances and assessment policies and procedures including researching and evaluating valuation techniques and methodologies and best practice processes.
- Researching interpreting and communicating information of a complex technical nature to departments, stakeholders and the public.

Typically the knowledge, skills and abilities required for this position are obtained through completion of a university degree in Economics or Commerce, supplemented with the first and second level of the Appraisal Institute of Canada's courses, OR graduation from a two-year post-secondary Real Property Assessment Certificate Program. Candidates should be actively working toward the Appraisal Institute of Canada's AACI designation or the International Association of Assessing Officers' CAE designation. Combined with a minimum of five (5) years professional experience in property valuation and experience in all valuation principles including the use of the Cost, Income and Direct Sales Comparison Approaches to value and practices and procedures applicable to various computer-assisted valuation techniques. Must complete the Saskatchewan Assessment Appraisers' Association's designation program.

Our successful candidate will also have:

- Extensive knowledge of all Acts, Laws and Regulations pertaining to Valuation and Property Assessment.
- Knowledge of Geographic Information Systems (GIS) and the ability to analyze and quantify all market factors affecting property assessment.

- Ability to ensure the processing of property assessment appeals and to interpret and comprehend the various appeal submissions and decisions of the Board of Revision, the Saskatchewan Municipal Board's Assessment Appeals Committee and the Court of Appeal.
- Ability to comprehend and apply the concepts of Computer Assisted Mass Appraisal Techniques (Multiple Regression Analysis, Adaptive Estimation, and statistical testing). Ability to interpret various documents such as Land Titles, Options to Purchase, Agreements for Sale, Financial Statements, Leases, Rent Rolls and Municipal Tax Incentives.
- Ability to interpret building plans, blueprints and specifications and transfer this information to the assessment records.

Note: We will under-fill with an Assistant Property Assessor if no qualified applicant can be secured

To be considered, candidates must clearly identify where they have gained the knowledge, skills and abilities on their resume and / or completed application. Apply in confidence, indicating **Competition #10-035. Applications will be accepted until March 10, 2010.**

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Applicants are thanked for their interest, but only candidates we wish to consider will be contacted within six weeks of the competition closing date.

The City of Regina values diversity in our workplace and encourages applications from all qualified Employment Equity candidates