

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

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. Or for more information about Sturgeon County please visit our website at:

www.sturgeoncounty.ab.ca

Your personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Personal information you provide may be used for the purposes of determining whether you are suitable and qualified for a position with Sturgeon County. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at the Sturgeon County Centre located at 9613-100 Street, Morinville, T8R1L9 or by calling the FOIP Coordinator at 780-939-8366.

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

Assessor I

Responsibilities:

- Determine assessable status and taxability of properties, using the Municipal Government Act and Regulations. Collect information about properties by field inspection, structural measurement and calculation;
- Inspect new construction and modifications to existing structures.
- Explain assessed values to property owners upon inquiry;
- Conduct regular reviews, cyclical inspections, of property in order to determine changes in property due to construction or demolition;
- Employ uniform and equitable procedures for assessing all classes and kinds of property;
- Follow the Sturgeon County Health and Safety Program guidelines and adhere 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;
- Working towards 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 accreditation in Real Property Assessment;**
- holds a valid Driver's License;
- an 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;
- excellent computer skills (familiarity with Microsoft Office, GIS and CAMA lot software). This job is performed in an office environment and also requires site inspections in rural areas; and
- a current Criminal Records Check and a clean 3 year driver's license abstract is mandatory prior to commencing employment.

Position Type:	Permanent full-time
Competition Number:	# 17-2010
Rate of Pay:	\$52,979- \$ 69,716
Hours of Work:	8:30 am-4:30 pm, Monday through Friday
Competition Closing Date:	Will remain open until suitable candidate is found.