

Working for The City of Calgary: Would it 'work' for you?

There are more than 13,000 City of Calgary employees, with more than 13,000 reasons they've chosen to work here.

Come join us. The City of Calgary's employee team, the cornerstone of a community where new people and new ideas are welcomed, and the quality of life is valued above all else.

Recognized as a global leader in municipal excellence, The City of Calgary provides more than 500 services and programs. That means there are many opportunities here for challenging, satisfying and rewarding employment.

As an employer, The City sets a refreshing new standard in personalized work-life balance: flexible schedules, an attractive benefits plan, education and training programs, advancement possibilities, and above all, the opportunity to make your mark in the community you've chosen as your home.

You'll find a full listing of positions currently available with The City of Calgary at [calgary.ca/careers](http://calgary.ca/careers).

## **The City of Calgary Career Opportunity**

### **Intern Assessor**

**Reference # 111700**

**Closing Date: June 11, 2010**

#### **Business unit information**

The Assessment business unit annually prepares, communicates and defends property and business assessments for Calgary property and business owners, The City of Calgary and the Alberta government using the market value standard for property and typical net annual rental value for business.

#### **Responsibilities**

The Intern Assessor (IA) is responsible and represents The City of Calgary and Assessment business unit for a geographically based portfolio of properties and businesses for property and business assessment purposes, including all appraisals, customers, and both the generation and protection of revenues. The portfolio is of moderate complexity and risk with a mix of residential/non-residential properties included. The IA prepares, communicates and defends property assessments within their portfolio, and requires support in various aspects of their work, including ensuring valuation consistency, dealing with sensitive communications issues and handling complex complaints and appeals.

Primary duties include:

- Collect, organize and analyze qualitative and quantitative data and establish preliminary assessed values.
- Input and process relevant data using existing computer technology (PC and mainframe).
- Prepare tribunal documents.
- May defend assessment at tribunals.
- Research taxpayer inquiries and respond effectively.
- Assist with special projects, as required.

### **Qualifications**

The successful applicant will possess a degree in Real Estate, Economics, Public Administration, Business Administration, Commerce, or a related discipline, with a minimum of one year of experience in property or business assessment, appraisal, real estate, statistical analysis, mortgage brokering, government or regulated industries or environments. Applicants must have or qualify for a valid Class 5 Driver's Licence (or provincial equivalent) and the use of a personal vehicle for work. An intermediate level of proficiency in Microsoft Office (preference for advanced Excel) is required. Assessors are expected to maintain current technical valuation skills and demonstrate professional judgment in their use. Success in this position requires well-developed communication and customer service skills.

### **Note**

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.

- More than one position may be filled from this competition.

**Applicants quoting reference #111700 must apply on or before June 11, 2010.**

For complete details about this position or to **apply online** visit our website at [calgary.ca/careers](http://calgary.ca/careers) and click on **Job Opportunities** or mail your resume to:

The City of Calgary  
Human Resources (#8107)  
P.O. Box 2100, Station M  
Calgary, Alberta T2P 2M5

**Reference number 111700 must be quoted on your application.**

We thank all applicants for their interest. However, only individuals selected for interviews will be contacted.