

**WAINWRIGHT ASSESSMENT GROUP LTD.
JOB OPPORTUNITY**

Wainwright Assessment Group Ltd. has a permanent position available in Wainwright for an:

ASSESSOR TRAINEE

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.

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;
- Will work towards a professional designation with the Alberta Assessors Association (AMAA), or International Association of Assessing Officers (CAE);
- **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
Rate of Pay:	Negotiable
Hours of Work:	8:00 – 4:30 pm, Monday through Friday
Competition Closing Date:	June 15, 2010

Please forward resumes to the following:

Wainwright Assessment Group Ltd., Attn: Gary Barber, 604 – 10th Street, Wainwright, AB T9W 1E2 or e-mail to wag ltd@telusplanet.net or call 780-842-5002 or Fax 780-842-5003.