



CAREER OPPORTUNITY: ASSESSOR (CONTRACT - FULL-TIME UP TO ONE YEAR)

COMPETITION #10 - 026

Reporting to the Assessment Supervisor, the Assessor will be responsible for conducting field inspections, communicating with stakeholders, and defending annual assessments for all property classifications within the Rocky View County Assessment area.

Key Accountabilities:

- Inspect, verify, record and analyze all property types for the purpose of preparing an accurate assessment database.
- Communicate effectively with all stakeholders; particularly taxpayers, in a variety of situations such as: open houses, telephone inquiries, field inspections, and in-office inquiries.
- Assist in the development of mass appraisal valuation models for all property types.
- Prepare and defend assessments to the Local Assessment Review Board and Composite Assessment Review Board.
- Prioritize daily tasks, assignments and projects to ensure deadlines and assignments are met.

Key Skills and Aptitudes:

- Post-secondary training in a related field.
- Accreditation as a Municipal Assessor of Alberta (AMAA) designation or working towards the designation, or; accreditation or enrolment in a site specific appraisal or mass appraisal program through the Appraisal Institute of Canada (AACI or CRA) designation; or through the International Association of Assessing Officers (CAE or RES designation) or equivalent.
- Proficiency with Microsoft Office Suite, APEX, CAMA!ot, and ArcGIS.
- Demonstrate superior customer service and a “can do” attitude.
- Display strong communication skills, both written and verbal.
- Ability to work effectively within a team.
- Possess excellent attention to detail, organizational, prioritizing and time management skills
- Valid Class 5 operator’s license.

Interested applicants are invited to submit their resume and cover letter, quoting the competition number in the subject line if applying by e-mail to careers@rockyview.ca, on or before Sunday, July 4, 2010 to:

Rocky View County Human Resources

911-32 Ave NE | Calgary, AB | T2E 6X6 | **FAX 403-276-1407**

www.rockyview.jobs | careers@rockyview.ca

PLEASE NOTE: All applicants must be legally entitled to live and work in Canada, and only those selected for interview will be contacted.

As one of Canada’s fastest growing municipalities, Rocky View County offers significant opportunities for growth. Our dedicated team of professionals work with a variety of stakeholders to develop innovative and unique solutions for the complexities of rural and urban development. We seek individuals who thrive on challenges, who provide excellent customer service in a fast-paced environment, and whose positive energy enables the County to grow and prosper.