

Assessor I Assessment and Taxation Department

Position Type/ Hours: This is a permanent full-time position working thirty-five (35) hours per week.

Position Description: Under direct supervision, performs data collection, verification, analysis, statistical testing and technical property assessment valuations for residential real property using the Cost and Comparative Approaches for taxation and other related purposes and in accordance with pertinent Municipal By Laws, policies and procedures, Provincial and Federal Statutes.

Qualifications:

- Grade twelve (12) diploma.
- A Real Property Assessment two (2) year diploma or certificate from a recognized Institution or University. Post secondary education must include computer assisted mass appraisal valuation, economics and building construction course work.
- Experience working with a Computer Assisted Mass Appraisal System and in a building construction environment is a definite asset.
- Reading and interpreting blueprints is an asset.
- Valid Alberta Class Five (5) driver's license (clear driving record an asset). Must have personal vehicle for use on the job.
- Must be medically and physically fit to perform field work and inspect all stages of construction. Working in all weather conditions is required.
- Proven ability to understand PC applications, including spreadsheet applications, database mechanics and structures and multiple regression analysis.
- Ability to communicate verbally and in writing using diplomacy and tact, sometimes in stressful situations.
- Ability to establish and maintain effective working relationships with co-workers, public and administration.
- Proven ability to work independently or in a team environment.
- Demonstrable organizational and planning skills and the proven ability to accurately collect, assemble, enter and review data to meet deadlines.
- Knowledge to efficiently, objectively and subjectively make decisions regarding residential properties in a timely manner.

Pay / Classification Level: PL 17

Salary Range: \$37.65 (Probationary Rates)
\$41.29 - \$44.27 (Permanent Rates)

In addition to the rate of pay, we offer other attractive incentives:
-excellent training and development opportunities
-an extensive employer paid benefits plan
-home equity protection program
-an additional annual payment of \$12,480 which represents a cost of living allowance

Requisition Number: 1398

Closing Date: September 10, 2010 at 3:00 pm

Posting Type: Internal & External (POSTED: August 27, 2010 CUPE CLOSING DATE: September 3, 2010)

To apply: Please visit our website at www.woodbuffalo.ab.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.