

# Job Title: Assessor I

**Requisition ID:** 3471

**Affiliation:** CUPE Municipal

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Shift/Work Schedule:** Monday - Friday

**Department/ Branch:** Assessment & Taxation, Assessment

**Job Location:** Fort McMurray

**Pay Level:** PL10

**Start Rate:** \$ 48.18

**Permanent Rate:** \$ 56.63 (Permanent rate effective after completion of probation)

**COLA:** Bi-Weekly - \$480

**Re-Posted (dd/mm/yyyy):** 15/08/2025 (Original CUPE Closeing date April 5, 2025)

**Closing Date:** Open until filled.

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

Under direct supervision, the Assessor I performs data collection, verification, analysis, statistical testing, and technical property assessment valuations using the three market approaches to value in accordance with policies, procedures, municipal bylaws, and provincial and federal statutes.

## RESPONSIBILITIES:

- Completes field inspections in various locations and property types across the municipality as per established assessment schedule.
- Collects, verifies, analyzes land and building characteristics, and property use and ownership information through site inspections.
- Completes residential and non-residential property market valuations using the three market approaches to value.
- Prepares and presents defense of residential and non-residential assessments at the local assessment review board and composite assessment review board.
- Updates and/or edits property assessment valuation computerized records using computer-assisted mass appraisal systems and various other software.
- Determines and applies physical, functional, and economic depreciation.
- Performs sales analysis and verifications through the analysis of contracts, leases, land titles, etc.
- Responds to assessment complaints and enquires through various means of communication.
- With the assistance of Assessor IIs, develops yearly valuation models for all property types.
- Applies property tax exemptions based on regulations.
- Performs other duties as required.

## QUALIFICATIONS:

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintains working knowledge of assessment best practices, bylaws, and regulations to make decisions efficiently and objectively, regarding assessment valuation and tax liability of properties in a timely manner.
- Proficiency with reading and interpreting blueprints, maps, and sketches.
- Strong verbal and written communication skills that utilize tact and diplomacy when dealing with assessment complaints and/or enquiries, sometimes in stressful situations.

- Proficient in the use of computers, statistics software, cost data software, spreadsheet applications, and database mechanics and structures.
- Ability to enter and maintain data accurately.
- Works collaboratively and productively with co-workers and actively contributes to team objectives.
- Ability to work under limited supervision, demonstrating responsibility and reliability.
- Demonstrable organizational and planning skills and the ability to accurately collect, assemble, enter, and review data within established timelines.
- Math and numeracy skills, including the ability to complete regression analysis, standard deviation, variation calculations, etc.

#### **EDUCATION AND EXPERIENCE:**

- Diploma in Real Property Assessment or a related discipline with a major in Real Estate Appraisal and Assessment, which includes coursework in computer assisted mass appraisal valuation, economics, and building construction is required.
- Experience working with a computer assisted mass appraisal system and in a building construction environment is an asset.
- To be considered for future advancement opportunities incumbents must obtain a professional designation (Accredited Municipal Assessor of Alberta (AMAA) or Certified Assessment Evaluator (CAE) or Accredited Appraiser Canadian Institute (AACI) or equivalent).

#### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- A valid Class five (5) Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Willing and able to travel to various locations throughout the region (including the rural service areas) to inspect properties which may require overnight stays.
- Must be able to conduct inspections in varying weather conditions.

#### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)**

**Current employees must apply through the internal careers site.**

**We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.**