

# Job Title: Assessment Auditor

## Job Information

Job Title: Assessment Auditor

Job Requisition ID: 29959

Ministry: Municipal Affairs

Location: Lethbridge

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Regular

Scope: Open Competition

Closing Date: July 21, 2022

Classification: Subsidiary 02B 3625 Program Services 4 Market Adjustment

## About Us

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit:

<https://www.alberta.ca/diversity-inclusion-policy.aspx>

## **The Ministry of Municipal Affairs assists municipalities in providing well-managed, collaborative and accountable local government to Albertans. Our main responsibilities are:**

- funding supports for municipalities
- a system that strives to ensure appropriate safety standards for the construction and maintenance of buildings and equipment
- protections for new home buyers and required licensing for home builders
- province-wide support for access to public library services for Albertans
- a comprehensive approach to managing emergencies in the province through the Alberta Emergency Management Agency
- safety codes, standards, and supports under the Safety Codes Act
- management of about 2.6 million acres of public land in the province's three Special Areas
- independent review and decisions on local matters by the Land and Property Rights Tribunal

To learn more about Municipal Affairs, follow the link to: <https://www.alberta.ca/municipal-affairs.aspx>

## Role

Pursuant to the Municipal Government Act, the Minister of Municipal Affairs is responsible for the property assessment and tax system in Alberta, and municipalities are responsible for preparing the assessments for property other than designated industrial property. On behalf of the Minister, Assessment Auditors perform the Ministry's oversight role. Assessment Auditors ensure that similar properties are valued similarly within and between municipalities throughout the province so that stakeholders have confidence in the assessment system and with the accuracy of the provincial equalized assessments that are used to allocate education requisitions amongst municipalities.

Reporting to the North or South Regional Assessment Audit Manager, Assessment Auditors are located in audit regional offices in Edmonton, Calgary, Red Deer, and Lethbridge. Assessment Auditors are appointed by ministerial order as auditors to conduct annual or detailed audits of assessments. Assessment Auditors are afforded the same powers, privileges and immunities under the authority of the Municipal Government Act as a commissioner is under the Public Inquiries Act.

## **The responsibilities of the Assessment Auditor include:**

- determining whether assessments prepared by municipalities for all types of property comply with the legislation and the regulations,
- determining whether the property information and sales data reported to the Ministry by each municipality is acceptable for preparing the equalized assessments,
- auditing the assessment practices and procedures used by municipalities and their assessors, and proposing better ways of doing business,

- managing scheduled detailed audits,
- may be required to lead a team as it is required and
- defend equalized assessments

## Qualifications

### Required:

- Professional accreditation (which on minimum takes 4 years to complete) through the Alberta Assessors' Association (Accredited Municipal Assessor of Alberta (AMAA)), the Appraisal Institute of Canada (Accredited Appraiser Institute of Canada (AACI)), or the International Association of Assessing Officers (Certified Assessment Evaluator (CAE)) supplemented with at least 4 years of extensive valuation experience in numerous property categories, in one or more technical disciplines (i.e., assessment, appraisal, real estate)
  - Preference will be given to candidates with 6 or more years of progressively responsible Senior Assessor experience / Team Lead experience
- Certificate in Real Property Assessment from the University of British Columbia or equivalent
- Demonstrated knowledge and experience with the application of mass appraisal

### Desired:

- Conceptual knowledge of economic trends and other factors that may affect the value of property within a municipality, regionally or provincially
- Demonstrated competency in using complex statistical analysis
- Strong interpersonal skills and superior written and oral communication skills
- Ability to analyze situations and anticipate potential problems related to annual reassessments
- Ability to exercise strong negotiation, conflict resolution and mediation skills
- Proficient in the use of computer systems and software, and understanding of other technological tools, including Computer Assisted Mass Appraisal (CAMA) systems and statistical analysis packages

Equivalencies will be considered

## APS Competencies

**The successful candidate will demonstrate the following APS competencies:**

**Creative Problem Solving** – Works in open teams to share ideas and process issues. Uses a wide range of techniques to break down problems and allows others to think creatively.

**Building Collaborative Environments** – Creates an open environment of communication. Promotes sharing of expertise as well as initiates strategic communication systems.

**Agility** – Creates an adaptable environment. Fosters agility, proactive and flexible practices as well as leads and creates momentum for change .

**Develop Networks** – Makes working with a wide range of parties an imperative. Creates impactful relationships with the right people and ensures that the needs of varying groups are represented.

**Drive for Results** – Knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders.

## Salary

\$2,683.10 – \$3,507.06 bi-weekly. (\$70,028.00 - \$91,534.00 / annually)

## Notes

### Hours of Work:

7.25 hours / 36.25 hours a week.

### Location:

These positions can be based in Edmonton, Calgary or Lethbridge; other locations may be available

**Additional Information:**

There is currently 1 open vacancy for this position.

Please indicate in your cover letter which location you would be interested in. Cover letters will be used to assess candidates' writing skills. Successful candidates will be required to undergo enhanced security screening.

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

Links and information on what the GoA has to offer to prospective employees.

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Pension plans:
  - Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
  - Management Employees Pension Plan (MEPP) – <https://www.mepp.ca>
- Leadership and mentorship programs
- Professional learning and development
- Opportunity to participate in flexible work arrangements such as working from home up to two days per week and modified work schedule agreements
- Research Alberta Public Service Careers tool – <https://researchaps Careers.alberta.ca>
- Positive workplace culture and work-life balance, 36.5 hour work week with an earned day off every four weeks

**How To Apply**

Click on the “Apply” button.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn more about creating a candidate profile and other tips for the Government of Alberta's online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, click here to access the main log in page where you are able to 'Create an account', reset your password ('Forgot your password') or 'Sign In' should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Resources for applicants:

- <https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>
- <https://www.alberta.ca/alberta-public-service-hiring-process.aspx>
- <https://alis.alberta.ca/look-for-work/>

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) <https://www.alberta.ca/iqas-overview.aspx>. Applicants are encouraged to include the assessment certificate from IQAS or any other educational assessment service as part of their application.

**Closing Statement**

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Deborah Babu at [Deborah.Babu@gov.ab.ca](mailto:Deborah.Babu@gov.ab.ca).

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.