



Assessor

Job Description

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the 45,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Position Summary

Reporting to the Manager, Assessment Services, the Assessor assists in establishing and maintaining the assessment base for all real property in Rocky View County. This position is responsible for providing assessments on all property types. Additionally, the Assessor assists the Manager, department Leads, and Senior Assessors in completion of various assessment duties related to annual assessments, tribunal defense and special projects.

Core Accountabilities

- Collect data through field inspections in order to update and classify inventory for all property classes with a diverse urban and rural scope following procedures and legislation in order to maintain an accurate and equitable assessment base.
- Effectively communicate with external stakeholders about specific property assessments and assessment legislation, to promote increased understanding of property assessment.
- Provide data quality control to ensure market value changes are reasonable.
- Research, analyze and verify market transactions to support values for assessment purposes.

- Interpret all types of construction blueprints, plans and cost summaries and determine how they contribute to the value of the property.
- Apply provincial legislation to interpret the factors, principles, practices, and procedures used in the assessment of land and improvements on all property classes.
- Interpret and apply legislative parameters such that statutory requirements are satisfied.
- Communicate with stakeholders, including residential and farm property owners, commercial and industrial property owners, property tax agents, and other industry and government officials, in a variety of situations (open house, telephone inquiries, and field inspections).
- Provide research and assistance to the assessment team, such as market value studies and sales comparisons, for Assessment Review Board preparation.
- Represent the County with professionalism and integrity at the Assessment Review Board.
- Analyze trends in sales prices, construction costs, and rents to determine property values and/or the accuracy of property assessments.
- Conduct analysis and valuations for other departments (i.e. municipal sales and purchases; assist with tax estimates and tax projections for various stakeholders; assist in identifying issues pertaining to annexation.)
- Perform complex computer aided mass appraisal functions ranging from interaction with elaborate cost systems (Camalot and Marshall Swift), to a tax system (Great Plains), a building permit system (Cityview) and a geographical information system (ArcMap, GISMO).
- Work in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Take reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Performs other duties and special projects as assigned.

Position Requirements

Completion of Real Property Assessment Certificate, Real Property Valuation Certificate, Real Property Administration (Assessment and Appraisal) Diploma, or degree or diploma in Business, Commerce, Economics or a related discipline.

- AMAA, AACI, CRA or CAE or equivalent designation, (or working towards the education and experience equivalency).
- Meets all ongoing requirements for professional associations and continuing professional development.
- Possess a good working knowledge of land values, general housing and development trends - including the construction market, and the rental values of commercial and industrial property.
- Experience in mass appraisal, property valuation or related field considered an asset.
- Proficiency in MS Office Suite.
- Possess a valid class 5 driver's license.

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: July 13, 2025 or until a suitable candidate is found.