



Job Title: **Assessment Auditor**
Job Requisition ID: **18856**
Ministry: **Municipal Affairs**
Location: **Edmonton, Calgary, Lethbridge, AB**
Full or Part-Time: **Full-Time**
Hours of Work: **36.25 hours per week**
Regular/Temporary: **Permanent**
Scope: **Open Competition**
Closing Date: **January 21, 2022**
Classification: **Program Services 4**

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

Reporting to the North or South Regional Assessment Audit Manager, Assessment Auditors are located in audit regional offices in Edmonton, Calgary and Lethbridge.

Assessment Auditors are appointed by ministerial order as auditors to conduct annual or detailed audits of assessments. They are to ensure that similar properties are valued similarly within and between municipalities throughout the province so that stakeholders have confidence in the assessment systems along with the accuracy of the provincial equalized assessments used to allocate education requisitions amongst municipalities. 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,
- defend equalized assessments as required.

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)).
- Certificate in Real Property Assessment from the University of British Columbia or equivalent
- Minimum 6 years of extensive valuation experience in two or more property categories, in one or more technical disciplines (i.e., assessment, appraisal, real estate)
- Demonstrated knowledge and experience with the application of mass appraisal
- 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

Desired:

- 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 / year)

Notes

Please clearly state in your cover letter and resume how your previous work experience is related to the qualifications and requirements of this position.

This position is located in Edmonton, AB; however, candidates who prefer to work in Calgary or in Lethbridge will also be considered.

What we offer:

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
- Working with Audit with Municipal Affairs:
 - offers opportunity to work in a strong team environment
 - contribute to advancement of municipal assessment in Alberta
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance: 36.25 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

The Government of Alberta is implementing a proof of COVID 19 vaccination policy for all Alberta Public Service employees, to improve the health and safety of Alberta Public Service employees and Albertans we serve.

Any candidates in the process for applying for employment with the Government of Alberta, must be able to comply with one of the following:

- Proof of COVID 19 vaccination;
- If you are a successful candidate and have not provided proof of COVID 19 vaccination, you may select to produce a negative PCR (molecular polymerase chain reaction) or rapid test result, date-stamped within 72 hours of every scheduled work day/shift, on an ongoing basis starting on December 14, 2021. These tests will be paid for by the employee;
- Candidates and employees who are unable to get vaccinated based on a protected ground under the Alberta Human Rights Act may request approval for an exemption and accommodation. You have the ability to withdraw your application from your current competition at anytime should you wish.

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, TAS Administrator at 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.