

ASSESSOR II

Nestled in east central Alberta, Camrose is a dynamic regional community focused on providing an exceptional quality of life for its citizens. A growing community of over 18,000 people, Camrose has a diversified economy based on health care, education, agriculture, and manufacturing and is only an hour away from Edmonton.

Camrose has excellent public and private schools as well as post-secondary institutions including the University of Alberta Augustana Campus. Camrose is the regional center for health services and medical facilities. The community is proud of the Rose City's beautiful park system and of its world-class recreational, cultural, and sporting facilities that host many local, provincial, and national events.

The City of Camrose is seeking a highly motivated and energetic individual to fill the role of Assessor II. Reporting to the City Assessor, the Assessor II is responsible for coordinating and maintaining all single family residential annual and supplementary assessments.

FUNCTIONS/RESPONSIBILITIES: (but not limited to):

- Coordinate and perform assessment work for residential properties including single family, duplex, adult housing, residential condominiums; vacant residential land in the City of Camrose.
- Preparation of assessed values for residential properties using mass appraisal techniques.
- Conduct inspections, data collection and analysis necessary to complete and finalize property valuations in accordance with current standards and Provincial statutory requirements.
- Analyze all residential sales transactions to verify, validate and adjust for time, financing, and personal property characteristics.
- Defence of assessed values at Assessment Review Board hearings.
- Other duties as assigned.

QUALIFICATIONS:

- A professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACI) or Internal Association of Assessing Officer (CAE).
- Minimum of five (5) years' experience in municipal property valuation.
- A complete understanding of assessment and taxation legislation, and standards governing assessment procedures and quality.
- Thorough knowledge of mass appraisal theory and principles of appraisal.
- Thorough knowledge of assessment methodologies and techniques.
- Excellent interpersonal skills and customer service approach.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The salary for this position ranges from \$81,660 to \$102,075. The starting salary will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below by September 8, 2021 at 4:30 p.m. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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