

Assessor Job Number: 52791

Note: Equivalency will be accepted

Please apply through the Company Website linked [here](#)

Be a part of a strong team of assessors that help shape the growth of every square inch of this great city. The assessor role is an exciting and dynamic position that will allow you to value, defend, and communicate with property owners over many types of property. These roles perform cross functional duties based on your education, experience, and skills.

What will you do?

- Gain basic to expert working knowledge across multiple property types to assist with and/or take a lead roll in the preparation, communication, and defense of property assessments
- Conduct technical work related to creating fair, accurate and equitable assessments of land, building, structures, and property improvements for the purposes of taxation
- Maintain data through tasks such as carrying out physical and virtual inspections to verify and update property data, sales data verification, building permit review and supplementary assessments
- Carry out market research and other data analysis to identify, describe, and explain real estate market trends
- Apply mass appraisal techniques and use statistical software to analyze sales, construction costs and income data to prepare annual assessments
- Provide outstanding customer service by handling inquiries from a variety of internal and external stakeholders including property owners, property tax representatives, and other City staff members
- Defend assessments through the complaints process including the review and preparation of evidence, consultation with law or other experts as required, and presentation at the Assessment Review Board
- Carry out other related duties and projects as assigned

Qualifications:

Intern - Level I:

- Undergraduate degree in a related discipline, such as Commerce, Economics, or Statistics
- Up to one (1) year experience in a mass appraisal environment
- Ability to perform entry level technical work by the application of appropriate assessment valuation methods within established parameters

Associate - Level II:

- Undergraduate degree in a related discipline, such as Commerce, Economics, or Statistics
- Completion of the Real Property Assessment certificate, or equivalent
- Two (2) years real estate appraisal experience, at least one (1) of which is in a mass appraisal environment
- Ability to perform an increasing level of technical work by the application of appropriate assessment valuation methods within established parameters
- Demonstrate a moderate degree of judgment when dealing with issues

Assessor - Level III:

- Undergraduate degree in a related discipline, such as Commerce, Economics, or Statistics and a minimum of four (4) years real estate appraisal experience, at least one (1) of which is in a mass appraisal environment - OR - Diploma with a minimum of six (6) years real estate appraisal experience, at least one (1) of which is in a mass appraisal environment
- Any one of the following three designations: Accredited Municipal Assessor of Alberta (AMAA), Certified Assessment Evaluator (CAE), and/or Accredited Appraiser Canadian Institute (AACI)
- Completion of the Real Property Assessment certificate, or equivalent
- Ability to demonstrate a significant degree of judgment and leadership in the performance of specialized and complex technical work in preparing, communicating, and defending assessments

Skills required for success for all levels:

- Knowledge of all market approaches to value using mass appraisal techniques
- Assessment legislation knowledge including principles and procedures for assessing real property
- Ability to compile and present written submissions and oral presentations using the three (3) approaches to value to a variety of stakeholders
- Interpersonal skills with ability to develop and maintain effective interpersonal relationships
- Proficient with standard computer applications and statistical software packages
- Effective verbal and written communication skills with strong analytical ability
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion
- Applicants may be tested

Conditions of employment:

- Valid Alberta Class 5 driver's licence (or provincial equivalent). Must arrange for own transportation to be reimbursed in accordance with City of Edmonton policy. This may require business auto insurance
- Hire is dependent on a Criminal Records Check (CRC) security clearance that is satisfactory to the City of Edmonton and is a requirement of this position. There may be a cost associated with this requirement

Work Environment:

- Note: This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52.
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

**Up to 2 temporary full-time Assessor Intern positions for up to 18 months in accordance with Article 18.02 of the Collective Agreement
1 temporary position for up to 11 months, and up to 2 permanent full-time Assessor positions available**

Hours of Work: 33.75 hours per week, Monday - Friday

Salary:

- Assessor Intern - Level I: \$35.934 - \$43.117 (Hourly); \$63,306.72 - \$75,961.37 (Annually)
- Associate Assessor - Level II: \$43.117 - \$50.299 (Hourly); \$75,961.37 - \$88,614.26 (Annually)
- Assessor - Level III: \$50.299 - \$59.278 (Hourly); \$88,614.26 - \$104,433.02 (Annually)

Salary ranges are in the process of being updated in accordance with the recently ratified collective agreement between the City and CSU 52 and will be forthcoming shortly.

Talent Acquisition Consultant: RD/SB

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Assessor Intern/Associate Assessor/Assessor

Posting Date: Jun 30, 2025

Closing Date: July 10, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 5 - Permanent and Temporary Positions Full-time

Union : CSU 52

Department: Assessment and Taxation

Work Location(s): Chancery Hall, 3rd Floor, 3 Sir Winston Churchill Square Edmonton T5J 2C3

Visit www.edmonton.ca/careers for information on how to apply