



Assessor I (Temporary)
Financial Services Department
CUPE 1505

**Position Type/
Hours:** This is a temporary full-time position working seventy (70) hours bi-weekly for approximately five (5) months within the Regional Assessor Branch of the Financial Services Department. This position is within the CUPE 1505 Bargaining Unit. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position
Description:** Under direct supervision, the Assessor I performs data collection, verification, analysis, statistical testing, and technical property assessment valuations using the three market approaches to value in accordance with policies, procedures, municipal bylaws, and provincial and federal statutes.

Primary responsibilities include but are not limited to:

- Completes field inspections in various locations and property types across the municipality as per established assessment schedule.
- Collects, verifies, analyzes land and building characteristics, and property use and ownership information through site inspections.
- Completes residential and non-residential property market valuations using the three market approaches to value.
- Prepares and presents defence of residential and non-residential assessments at the local assessment review board and composite assessment review board.
- Updates and/or edits property assessment valuation computerized records using computer-assisted mass appraisal systems and various other software.
- Determines and applies physical, functional, and economic depreciation.
- Performs sales analysis and verifications through the analysis of contracts, leases, land titles, etc.
- Responds to assessment complaints and enquires through various means of communication.
- With the assistance of Assessor IIs, develops yearly valuation models for all property types.
- Applies property tax exemptions based on regulations.
- Performs other duties as required.

Qualifications:

- Diploma in Real Property Assessment or a related discipline with a major in Real Estate Appraisal and Assessment, which includes coursework in computer assisted mass appraisal valuation, economics, and building construction is required.
- Experience working with a computer assisted mass appraisal system and in a building construction environment is an asset.
- Professional designation (Accredited Municipal Assessor of Alberta (AMAA) or Certified Assessment Evaluator (CAE) or Accredited Appraiser Canadian Institute (AACI) or equivalent is an asset.

You will possess the following:

- Maintains working knowledge of assessment best practices, bylaws, and regulations to make decisions efficiently and objectively, regarding assessment valuation and tax liability of properties in a timely manner.
- Proficiency with reading and interpreting blueprints, maps, and sketches.
- Strong verbal and written communication skills that utilize tact and diplomacy when dealing with assessment complaints and/or enquiries, sometimes in stressful situations.
- Proficient in the use of computers, statistics software, cost data software, spreadsheet applications, and database mechanics and structures.
- Ability to enter and maintain data accurately.
- Works collaboratively and productively with co-workers and actively contributes to team objectives.
- Ability to work under limited supervision, demonstrating responsibility and reliability.
- Demonstrable organizational and planning skills and the ability to accurately collect, assemble, enter, and review data within established timelines.
- Math and numeracy skills, including the ability to complete regression analysis, standard deviation, variation calculations, etc. Valid Alberta Class Five (5) Operator's License (clear driving record an asset)
- Must be medically and physically able to perform all duties of the position on an ongoing basis in all weather conditions.
- Ability to provide a Criminal Record Check for review and acceptance.

Pay Level: 10

Salary Range: \$ 44.08 (Temporary Rate)

*All CUPE Job rates are currently under review and are subject to change.

In addition to the rate of pay, we offer other attractive incentives:

-an additional bi-weekly payment of \$480 which represents a cost of living allowance

**Requisition
Number:** 006384

Closing Date: Open Until Filled

Posting Type: Internal & External (Repost: December 4, 2021)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.