

Assessor II
Financial Services Department
CUPE 1505

GENERAL DESCRIPTION:

Under general supervision, the Assessor II performs data collection, verification, analysis, statistical testing, and technical property assessment to determine the valuation of all types of real property using the cost, sales comparison, and income approaches for taxation and other related purposes. Incumbent will perform tasks in accordance with pertinent municipal bylaws, provincial and federal statutes, and any policies and procedures. This position will coordinate the data collection and verification completed by junior assessors.

RESPONSIBILITIES:

- Responsible for the completion of field inspections in various locations and property types across the municipality as per established assessment schedule.
- Coordinates and performs data collection, verification, and management of land and building characteristics, sales information and property use through on site inspections.
- Identifies property characteristics, develops, and implements computer-assisted mass appraisal model through data analysis of sales information.
- Using the cost, sales comparison, income approaches and a computer assisted mass appraisal model, performs property market valuations for real property ensuring all legal, statutory, and internal standards, procedures and policies are met.
- Defends assessment appeals, of all property types at the assessment review board.
- Assists in gathering information for the defence of assessment evaluation for all property types at the municipal government board.
- Coordinates and provides guidance to other departmental staff and assists with their training and development as required.
- Compiles and produces the property assessment audit and the Alberta assessment equalization reports.
- Responds promptly to public enquiries explaining and interpreting valuations, tax exemptions, through various means of communication, keeping all information confidential.
- Develops ad hoc and standard mass queries of the computerized mass appraisal database information system, as required.
- Assists with reviews and provides recommendations relative to the administration, technical assessment work methods and procedures to improve the process.
- Collaborates with, and assists other municipal departments to achieve various assessment related objectives.
- Applies property tax exemptions based on regulations.
- Performs other duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintains a high level of knowledge of assessment best practices, bylaws, and regulations.
- Knowledge to accurately identify inconsistencies on property types, including building construction techniques, qualities, and costs.
- Skill and ability to accurately and efficiently review and analyze financial statements, lease or rental agreements, and other factors affecting market values.
- Strong verbal and written communication skills that utilize tact and diplomacy when dealing with assessment complaints and/or enquiries, sometimes in stressful situations.
- Ability to maintain composure and diplomacy in a demanding work environment.

- Ability to clarify and convey information in a clear and concise manner.
- Proficient in the use of computers, statistics software, cost data software, spreadsheet applications, and database mechanics and structures.
- Ability to analyze information from a variety of sources and accurately present in a concise manner.
- Ability to establish and maintain cooperative, collaborative, and productive work relationships.

EDUCATION AND EXPERIENCE:

- Diploma in Real Property Assessment or in 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.
- Assessment designation such as Accredited Municipal Assessor of Alberta (AMAA) or Certified Assessment Evaluator (CAE) or Accredited Appraiser Canadian Institute (AACI) or equivalent is required.
- Four (4) years' progressively responsible real property assessment experience, to include the use of the cost, comparative, and income approaches to value all real property types, experience working with the land registry system, computer assisted mass appraisal systems, and complex spreadsheet applications and database structures.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check for review and acceptance.
- A valid Class Five (5) Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be willing to conduct inspections in varying weather conditions and may be required to perform inspections in the rural service areas which may require overnight stays.
- Immunizations are strongly recommended for work in unsanitary conditions.
- Must be medically and physically able to perform all duties of the position on an ongoing basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

Requisition ID: 788

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Department/ Branch: Financial Services, Assessment

Job Location: Fort McMurray

Pay Level: PL13

Market Start Rate*: \$ 56.09

Market Permanent Rate*: \$ 65.79 *(Permanent rate effective after twelve (12) months of employment)*

Evaluated Start Rate:** \$ 48.64

Evaluated Permanent Rate:** \$ 57.31

COLA: Bi-Weekly - \$480

Closing Date: Open Until Filled

Posting Type: Internal and External

Reposted: July 29, 2022 (Original CUPE Closing Date May 8, 2022)

** This position's pay rate has been adjusted to reflect current market conditions.*

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

**To apply: Please visit our website at <http://jobs.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.**