



EXTERNAL

March 1, 2023

RESIDENTIAL ASSESSOR

Assessment & Taxation

(Permanent, full-time; 75 hours bi-weekly)

Are you an experienced Assessment professional who is committed to ensuring that property owners receive fair and accurate valuations of their residential holdings? Are you dedicated to providing a high level of public service with seasoned analysis experience and attention to detail? If this describes your expertise and the environment you excel in, then the City of Lethbridge has an attractive career opportunity for you. Our Assessment & Taxation Department is currently seeking a qualified Residential Assessor to join our team of professionals. Our organization serves a community of just over 101,000 residents, and is committed to delivering services in a way that earns the trust, respect and confidence of the community.

The City of Lethbridge (www.lethbridge.ca) proudly acknowledges that we are located at the heart of Siksikaitsitapi (Blackfoot) Territory, home of Kainai, Piikani, Siksika and Amskapi Piikani (Montana, USA) First Nations. Lethbridge is also located within the Métis Nation of Alberta, Region III. We are home to just over 101,000 residents and two major post-secondary institutions -- the University of Lethbridge and Lethbridge College. Thanks to its location under the big skies of the prairies, Lethbridge enjoys a climate of mild winters and warm, sun-soaked summers. The City of Lethbridge recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.

The Role:

As our newest team member, you will provide a key service in implementing and maintaining uniform property assessments for residential properties. You will be part of a team that conducts inspections and applies the cost, income, and direct sales comparison approach to value, on a mass basis. You will also prepare and defend assessments, and answer inquiries from residential property owners. We'll rely on your advanced communication skills for developing effective business relationships, having successful interactions with the public, and conducting presentations to Assessment Tribunals. You will also be known for your advanced analytical skills and attention to detail, as well as the successful ability to work within a team environment with minimal supervision.

Your Professional experience and skillset:

- *Successful relationship-building skills that are collaborative, responsive and supportive*
- *A diploma in Urban Land Economics or a post-secondary degree or diploma in a related discipline majoring in Real Estate Appraisal and Assessment*
 - *An AMAA, CAE or AACI Designation will be considered an asset*
 - *Candidates near completion of their education or designation may also be considered*
- *Experience in completing assessment valuations*
- *In-depth knowledge, interpretation and application of the Municipal Government Act and associated regulations*
- *Proficiency using the CAMA system; MS Word, Excel, Outlook; and other related applications*
- *Strong organization and time management skills*
- *The ability to complete daily duties while managing the demands of timelines & deadlines*
- *The ability to perform inspection work in all types of weather conditions*
- *A valid, Alberta Class 5 Operator's license & a personal vehicle available for performing site inspections*

Wage: \$44.95 per hour*
(current market-assigned rate)

Please note:

- * Successful candidates who have their designation -- or after successfully attaining it -- will receive certification pay equal to an additional \$2 per hour
- * Successful candidates with lesser education and qualifications than minimum requirements, will be placed at developmental rates, pending completion of requirements

The City of Lethbridge also offers an attractive and comprehensive flexible benefits package; flexible work arrangements; and relocation assistance.

For further information regarding this opportunity, please contact:

Larry Lavery, Assessment and Taxation Manager at (403) 320-3951, or by email at larry.lavery@lethbridge.ca

Qualified candidates are invited to submit their resume with cover letter, online at: www.lethbridge.ca

Closing Date: Monday, April 3, 2023, at 11:59 p.m.

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

CUPE Local 70