

Assessment Appraiser

(Permanent full time)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Assesses property values, in accordance with Provincial statutes, assessment manuals and guides, by conducting property inspections and identifying and applying property attributes and valuation models.
2. Performs the necessary review and analysis of sold properties and other requests for information, including ensuring any necessary follow-up occurs.
3. Reviews and analyzes statistical data for all property types to develop valuation parameters, table values, models and rates.
4. Prepares and maintains comprehensive field records for sketches, diagrams and other relevant data in a variety of formats.
5. Provides estimates of property assessment values to the public and other stakeholders.
6. Responds to public, and other, enquiries regarding the assessed value of properties. Conducts analysis and ensures necessary corrections take place, as required.
7. Participates in the assessment appeals process, including gathering and presenting evidence to the Board of Revision and the Saskatchewan Municipal Board.
8. Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from a recognized, post-secondary real property assessment program. Real Property Assessment programs from the University of British Columbia or Lakeland College preferred.
- Possession of License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Successful completion of post-secondary coursework in report writing or demonstrated ability to write reports. Successful completion of a full demonstration appraisal for an appraisal or assessment sanctioning body preferred.
- Five years progressively complex experience in assessment appraisal or a related field.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Considerable knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Considerable knowledge of Municipal, Provincial and Federal legislation and regulations pertaining to assessments, including relevant case law.
- Demonstrated ability to establish and maintain effective working relationships with the public and internal and external stakeholders, including the Board of Revision and Saskatchewan Municipal Board.
- Demonstrated ability to communicate effectively, orally and in writing, including the ability to prepare and present reports of a technical nature.
- Demonstrated ability to interpret and make decisions in accordance with established policies, procedures and legislation.
- Demonstrated ability to work in a field environment, including inspecting properties at all stages of construction.
- Ability to perform statistical analysis and modelling.
- Ability to process large volumes of data with speed and accuracy, including identification of errors, inconsistencies, and anomalies.
- Skill in the use of a computer with Microsoft Office suite, computer-assisted mass appraisal system, statistical software, and other relevant corporate systems including CIS and GIS.

SECURITY REQUIREMENTS:

Acceptable current Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) upon offer of employment.