

Job Posting

Edmonton

Assessor Job Number: 49380

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.

Your success will be measured by your ability to achieve results in a respectful, inclusive and service-minded way. With a focus on the [City of Edmonton's Cultural Commitments](#) of Safe, Helpful, Accountable, Integrated and Excellent, you will:

- 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

Knowledge, Abilities, and Skills 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
- 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
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit edmonton.ca/our-culture
- Demonstrate the foundational competencies, key behaviors and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit edmonton.ca/our-culture
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca

Up to one (1) permanent full-time position, up to 1 temporary full-time position for up to 11 months and up to 1 temporary full-time position for up to 18 months in accordance with Article 18.02 of the Collective Agreement

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

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.

Salary:

- **Intern - Level I:** \$33,781 - \$40,533 (Hourly); \$59,513.680 - \$71,409.010 (Annually)
- **Associate - Level II:** \$40,533 - \$47,285 (Hourly); \$71,409.010 - \$83,304.350 (Annually)
- **Assessor - Level III:** \$47,285 - \$55,726 (Hourly); \$83,304.350 - \$98,175.280 (Annually)

Talent Acquisition Consultant: RM/MZ

Classification Title: Assessor Intern/Associate Assessor/Assessor

Posting Date: Apr 8, 2024

Closing Date: April 22, 2024 11:59:00 PM (MDT)

Number of Openings (up to): 3 - 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