



Make working for
The City work for you.



Assessor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Assessor is the entry-level position in the Assessor career series at The City of Calgary. This role provides the foundation for property valuation, customer interaction, and assessment review. Assessors are responsible for preparing assessments, managing inquiries and complaints, and contributing to the accuracy and stability of the assessment base. Assessors manage a portfolio of low to medium complexity properties and will collaborate with team members, property owners, and industry professionals to ensure assessments reflect market value. Primary duties include:

- Prepare assessments by reviewing data assembled by Data Services and performing appraisal analyses using appropriate valuation methods.
- Manage complaints by reviewing inquiries, conducting appraisal reviews, and negotiating resolutions that align with assessment principles and the best interests of The City.
- Defend assessments before the Assessment Review Board (ARB) when necessary, presenting evidence and responding to questions.
- Communicate with property owners and interested parties to enhance understanding of assessments, address concerns, and resolve issues as needed.
- Apply property tax assessment legislation to ensure compliance with regulatory requirements.
- Maintain an inventory of properties and ensure assessments are accurate and supportable.
- Collaborate with team members and seek guidance from Associate Assessors and Senior Assessors when resolving complex valuation or complaint matters.
- Contribute to special projects that improve assessment processes and methodologies.

Qualifications

- A degree in Real Estate and Housing Management or a Bachelor of Business in Real Estate with no related experience required; OR
- A degree in Economics, Public Administration, Business Administration, Commerce, or a related discipline plus 1 year of related experience; OR
- A degree in Economics, Public Administration, Business Administration, Commerce, or a related discipline plus one of the following:
 - A completed 2 year diploma in Real Property Administration (Assessment and Appraisal), or
 - A completed 2 year diploma in Urban Land Economics, or
 - A Post Graduate certificate in Real Property Valuation (PGCV), or
 - A certificate in Real Property Assessment.
- An intermediate level of proficiency in Microsoft Word and Excel is required.
- A valid Class 5 Driver's License (or provincial equivalent) and access to a personal vehicle for business use is required.
- Experience with statistical analysis software such as Statistical Predictive Analytics Software (SPSS) will be considered an asset.
- Maintain current technical valuation skills and demonstrate good judgment with application of skills.
- You have the ability to problem solve and remain adaptable within a team environment.
- You have strong communication, planning, and organizing skills.

Note: The Assessor vacancies will be within valuation, sections to be determined at date of hire.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 5 Permanent and 8 Temporary (Up to 18 months)
Compensation: Pay Grade 9 \$40.18 - 53.76 per hour
Hours of work: Standard 35-hour work week
Audience: Internal / External

Business Unit: Assessment & Tax
Location: 2924 11 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle
Apply By: March 5, 2025
Job ID #: 311478

Apply online at www.calgary.ca/careers