

Assessor (55-2021)

Position Type: Permanent Full Time

Rate of Pay: \$83,864 - \$110,358 per annum

Hours of Work: 8:30 am – 4:30 pm Monday through Friday

Competition Close Date: July 23, 2021 or until a suitable candidate is found.

Sturgeon County is looking for an Assessor to join our Assessment team! This position is responsible for assisting in the application of established formulas to the information collected in field investigations and data verification to determine assessments of residential and commercial properties in accordance with the Municipal Government Act and its attached Regulations, and Ministerial Guidelines.

Job Duties

- Determine assess ability, use, and value of properties, using methods such as field inspection, structural measurement, and other field inspection and data gathering procedures.
- Complete regular, annual, and cyclical inspections of properties in Sturgeon County.
- Explain assessed values to property owners and defend market value assessment complaints at Assessment Review Boards.
- Completes site inspections to Farmland, residential, and commercial properties to collect, verify, and analyze land or building characteristics, property use and ownership information.
- Knowledge and ability to apply mass appraisal techniques to assist senior assessor with the mass appraisal valuation of all market value property within Sturgeon County.
- Prepare and maintain data on each assessed parcel to accurately inventory land, structures, property characteristics, and any applicable exemptions.
- Complete preparation and maintenance of database of sales data on sold properties, evaluating information on transfer documents to ensure validity of transactions.
- Verify information on buyers, sellers, and other sales aspects by developing and reviewing self-reporting forms and applying appropriate adjustments as necessary to understand factors such as dwelling location, style, quality, and other factors that can affect market value.
- Helps to analyze trends in sales prices, construction costs, and rents, to determine property values and/or the accuracy of assessments.
- Determine priorities for property tax exemptions and/or deductions.
- Uses existing or helps to develop new benchmarked, uniform, and equitable procedures for assessing all classes and kinds of property.
- Conduct regular reviews (cyclical inspections) of property within jurisdictions to determine physical changes to properties.
- Understands and can relate and/or calculate property tax information to rate payers as needed.
- Attend conferences, courses, and other training workshops to participate in the mandatory recertification program with the Alberta Assessor's Association as per Municipal Assessor's Regulation.
- Complete special projects and other assessor duties as required.
- Adhere to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

Job Qualifications and Skills

- Ability to provide and maintain a home-based office as a condition of employment, with the ability to work from the Sturgeon County office or travel outside of the community, when required. This job requires site inspections to rural areas.

- Two-year post-secondary diploma in property appraisal or equivalent and a certificate from UBC in Real Property Assessment with a minimum of four years of assessment experience in a municipal environment.
- Must also hold at least one professional designation with the Alberta Assessors Association (AMAA), or Appraisal Institute of Canada (CRA, AACI), or International Association of Assessing Officers (RES, CAE).
- Complete and current understanding of assessment and taxation legislation, mass appraisal and application of cost, direct sales comparison, and income approaches to value.
- Must have a strong knowledge of local, social, and economic factors affecting property values.
- The ability to communicate effectively using courtesy, tact, and discretion in dealing with requests, complaints and clarification of information utilizing, strong oral and written interpersonal communication skills.
- Ability to apply mature judgment, initiative, and motivation.
- Keen attention to detail and the ability to make decisions and accept responsibility for them.
- Excellent computer skills (familiarity with Microsoft Office, GIS, taxation systems, CAMA lot software).
- Possession of a valid driver's license and satisfactory driving record is required.

May consider candidates who are working towards accreditation and will be evaluated for junior or tech position.

Interested?

Please submit your application by email quoting the competition number in the subject line to: hr@sturgeoncounty.ca

Thank you to all applicants for their interest, however only those chosen for an interview will be contacted.

Sturgeon County is an equal opportunity employer.

