

**Residential Assessor**

Assessment &amp; Taxation

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

*Are you an 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 career path, then the City's Assessment & Taxation Department has an attractive job opportunity to consider. We are currently seeking an experienced Residential Assessor to join our team of professionals.*

*The City of Lethbridge ([www.lethbridge.ca](http://www.lethbridge.ca)) proudly acknowledges that we are located at the heart of Siksikaitstapi (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. 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. Lethbridge is southwestern Alberta's largest community, close to the Rocky Mountains and strategically located two hours south of Calgary. We are home to just over 101,000 residents and two major post-secondary institutions -- the University of Lethbridge and Lethbridge College.*

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**The Role:**

The Residential Assessor provides a key service in implementing and maintaining uniform property assessments for residential properties. As the successful candidate, 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. You will have 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. Strong working knowledge of relevant legislation and proficiency using the CAMA lot system, other related applications, and Microsoft Word, Excel and Outlook is essential.

A valid Alberta Class 5 Operator's license and personal vehicle, plus the ability to perform inspection work in all types of weather conditions, are also required.

**Wage:** \$44.95 per hour (current 2022 market-assigned rate)

**Status:** Permanent, full-time; 75 hours bi-weekly

**Your professional skillset and experience:**

- 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 will be considered an asset
- Successful relationship-building skills that are collaborative, responsive and supportive
- Strong organization and time management skills
- The ability to complete daily duties while managing the demands of timelines & deadlines
- A personal vehicle available for performing site inspections

**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 offers an attractive and comprehensive, flexible benefits package; and flexible work arrangements.*

**For further information regarding this opportunity, please contact:**

Larry Laverty, Manager of Assessment and Taxation 403.320.3951 or email [larry.laverty@lethbridge.ca](mailto:larry.laverty@lethbridge.ca)

Qualified candidates are invited to submit their resume with cover letter, online at: [www.lethbridge.ca](http://www.lethbridge.ca)

**Closing Date: April 24, 2024, 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*