



## **EMPLOYMENT OPPORTUNITY**

### **Assessor II**

#### **Full-Time/ Permanent**

Camrose County is a rural municipality with a population of 8,458 people, located approximately 45 minutes southeast of Edmonton. The County has a strong agricultural base and is experiencing growth in the residential and commercial/industrial sectors. The County office is located within the City of Camrose, which hosts a wide variety of health, recreational, educational and shopping amenities.

Camrose County is seeking an individual to fill the position of a Full Time Assessor. The successful applicant, reporting to the Assessment Services Manager, will be responsible for, but not limited to, the following:

- Coordinate and maintain assessment data for residential properties in Camrose County
- Determine assessment status and value of properties, using methods such as field inspections, structural measurement, and calculation
- Respond to public inquiries of assessed values and assist with the defense of appealed assessments at Assessment Review Boards
- Keep informed with aspects of local real estate markets
- Perform annual review of assessment roll to identify anomalies in assessment with respect to classifications, sizes, values, influences, etc.
- Prepare and maintain data on each parcel assessed, including inventories of land and structures, property characteristics and any applicable exemptions
- Undertake other tasks and responsibilities as required within the scope of the position

### **Qualifications**

- A diploma in Urban Land Economics or post-secondary degree or diploma in a related discipline, majoring in Real Estate Appraisal & Assessment
- A professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACI) or International Association of Assessing Officers (CAE)
- An equivalent combination of education and experience may be considered
- Minimum of 4 years related work experience
- Proficiency using the CAMA system, as well as Microsoft Office Suite of applications, including Word, Excel, and Outlook
- Ability to work independently, with strong organizational and time management skills.
- A valid class 5 driver's license and Criminal Records Check
- Thorough knowledge of mass appraisal theory and principles of appraisal
- Thorough knowledge of assessment methodologies and techniques
- Excellent Interpersonal skills and customer service approach

Preference will be given to applicants having an Accredited Municipal Assessor of Alberta (AMAA) Accreditation. Candidates with fewer qualifications are encouraged to apply and may be considered at an Assessor I classification. Equivalencies may be considered.

**Competition Closing Date/ Time:** Open until a suitable candidate has been chosen

**Hours of work:** 8:30 a.m. to 4:30 p.m. Monday through Friday

Camrose County provides a competitive salary & benefits package.

Interested applicants are encouraged to submit their application/resume complete with Salary Expectation and References, by mail, in person or email.

Further information can be obtained by calling Assessment Services Manager Wes Bowie at 780-672-4446.

We thank all applicants for their interest in this position and advise only those applicants invited to an interview will be contacted.

**Wes Bowie AMAA**

**Assessment Services Manager**

**Camrose County**

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