



## **Employment Opportunity**

### **Assessor**

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

Benchmark Assessment Consultants Inc. are the largest assessment company in Southern Alberta, servicing 50 different Municipalities, with a total of approximately 92,700 parcels – of these 38,100 are urban. Benchmark services municipalities of various sizes from the City of Brooks with 5805 parcels, rural County of Newell with 15,100 parcels to the Village of Hill Spring with 155 parcels and many more!

Benchmark Assessment are seeking a self-motivated individual looking for a challenging opportunity to represent our organization as an Appointed Assessor in several municipalities. The successful applicant will be responsible for, but not limited to, the following:

- Collect data, update and classify inventory for both new and existing properties with a diverse urban & rural scope following procedures and policies in order to maintain an accurate and equitable assessment base
- Determine assessment status and value of properties, using methods such as field inspections, structural measurement, and calculation
- Effectively communicate with stakeholders regarding specific property assessments and assessment legislation and policy, to promote an increased understanding of property assessment and property tax
- Producing the annual assessment roll to the municipality, declaring the roll to ASSET, and supervising candidate assessors working under your supervision
- Respond to public inquiries of assessed values and assist with the defense of assessments under appeal at Assessment Review Boards
- Undertake other tasks and responsibilities as required within the scope of the position

### **Qualifications**

- A diploma in Urban Land Economics 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 CAMALot assessment software, as well as Microsoft Office Suite of applications, including Word, Excel, and PowerPoint.
- A valid class 5 driver's license



- A willingness to travel within Southern Alberta with the occasional overnight trip as required.
- A willingness to relocate to the Lethbridge Region
- Excellent Interpersonal skills and customer service approach

Preference will be given to applicants having an Accredited Municipal Assessor of Alberta (AMAA) Accreditation. Candidates actively working toward accreditation are encouraged to apply and may be considered.

**Closing Date/Time:** Deadline for applications is **November 1, 2019**

**Hours of Operation:** 8:00 AM to 4:30 PM, Monday through Friday

Benchmark Assessment offer a competitive salary and benefits package.

Interested applicants are encouraged to submit their application/resume complete with salary expectations and references, by mail or email.

Further information can be obtained by calling either Ryan Vogt, Logan Wehlage or Lance Wehlage at 403-381-0535.

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

**Ryan Vogt, AACI, P.App**

**Benchmark Assessment Consultants Inc.**

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