



ASSESSOR

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **ASSESSOR** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Assessment Services Manager, the Assessor will provide assistance to the Assessment Services Department in establishing and maintaining an equitable assessment. The Assessor is required to assist in the establishment of quality standards, the organization of workloads, and all aspects of property assessments for residential and non-residential properties within the municipality.

Detailed duties of the Assessor position include, but are not limited to:

- Assist the Assessment Services Department in the delivery, administration, and valuation process for all of the properties within Red Deer County on an annual basis.
- Assist in implementing and maintaining uniform property assessments for residential, commercial, industrial, and oil & gas properties within the municipality.
- Conduct property inspections and use/apply the cost, income, and direct sales comparison approach to value on a mass appraisal basis.
- Respond promptly to public enquiries, explaining and interpreting valuations through various means of communication.
- Prepare and defend assessments as Assessment Review Board and Municipal Government Board hearings.
- Assist the Assessment Services Manager in land management duties and responsibilities.
- Ensure availability to the public and to other departments within the organization for any and all questions concerning the operation of the Assessment Department.
- Organize and coordinate daily duties and activities to accomplish responsibilities and duties within the appropriate time frame(s).
- Maintain a professional level and the appropriate educational requirements to perform duties effectively.
- 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.
- Accredited Municipal Assessor of Alberta (AMAA) designation or equivalent.
- A minimum of four (4) years' experience in assessment valuations, with experience in all approaches to value.
- In depth knowledge, interpretation, and application of the Municipal Government Act and associated regulations.
- Ability to work independently, with strong organizational and time management skills.
- Excellent communication skills, along with collaborative, responsive, and supportive relationship skills.
- Ability to successfully communicate with various levels within the organization, as well as outside agencies.
- Experience with all aspects of rural assessment, including oil & gas properties.
- Proficiency with MS Word, Excel, PowerPoint, and computer assisted mass appraisal systems.
- Valid Class 5 drivers' license with acceptable drivers' abstract.
- Acceptable Criminal Records Check.
- Experience within a local government setting is considered an asset.

Additional Information

This is a permanent, full-time position. Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **12:00 p.m., Friday, January 18th 2019** to:

Jennifer Dennis - Human Resources Coordinator
Red Deer County Centre
38106 Range Road 275
Red Deer County, AB T4S 2L9
jdennis@rdcounty.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.