



## EMPLOYMENT OPPORTUNITY

### SPECIAL AREAS BOARD

#### ASSESSMENT SUPERVISOR

HANNA - The Special Areas Board has a permanent, full-time position available as Assessment Supervisor within the Property Administration Department. This position oversees the assessments and evaluations of all commercial, farmland and residential properties in the Special Areas and is responsible for the ongoing maintenance of the assessment roll.

Reporting to the Director of Property Administration, duties will include but not be limited to:

- Administration of the assessment department
- Provide physical inspections of property
- Investigate and resolve complaints and concerns regarding assessments
- Represent Special Areas Board at Review Board hearings
- Assist in communicating the assessment process and results to those impacted
- Mentor and supervise a team of one assessor and one taxation clerk
- Signing off on the assessment roll on behalf of the Special Areas Board

#### QUALIFICATIONS

- Accredited designation from Alberta Assessors' Association.
- Minimum of six years' experience in property assessment.
- Highly developed understanding and experience with system integrations and database structures.
- Proven ability to consistently draw accurate statistical measures from data compiled, for assessment and taxation purposes.
- Demonstrate excellent communication, interpersonal and leadership skills to work within a team environment and supervisory position
- Excellent organizational and record keeping skills are essential.
- Extensive experience dealing with ratepayer/client relations.
- Valid Alberta driver's license

**COMPETITION NO.:** 30021

**CLOSING DATE:** Open until a suitable candidate has been chosen

For more information call Trent Caskey, Director Property Administration at (403) 854-5614.

Please send resume quoting competition number and salary expectations to:

Special Areas Board  
P.O. Box 820 Hanna AB T0J 1P0  
Fax Number: (403) 854-5527  
[SpecialAreasHR@specialareas.ab.ca](mailto:SpecialAreasHR@specialareas.ab.ca)  
[www.specialareas.ab.ca](http://www.specialareas.ab.ca)

This is a designated safety sensitive position and pre-employment drug testing will be conducted.  
We thank all applicants, however only those invited for an interview will be contacted.