



Make working for
The City work for you.



Assessor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Assessor is the first level in the Assessor career series at The City of Calgary. The role is an exciting and dynamic position which will expose the successful candidate to communication with property owners and industry professionals, valuing large groups of properties in a team atmosphere and defending assessments in order to maintain a stable assessment base. The work is cyclical in nature and will involve various changing responsibilities throughout the year. Assessors will also get to work on projects that help to make the assessment product more effective and efficient. Primary duties include:

- Effectively communicate and develop relationships with team members, other City employees and external customers.
- Present complex material in plain language to internal and external partners.
- Appraise properties and collaborate with team members to develop assessments.
- Maintain an inventory of properties and work to ensure the assessed values represent market value or the appropriate value standard.
- Engage in constructive dialogue with property owners and their representatives. This involves calculated negotiation and building and managing relationships.
- Understand and work within the legislative framework of property tax assessment in Alberta.
- Represent The City with professionalism and integrity at the Assessment Review Board (ARB). The ARB is a formal quasi-judicial board, and the proceedings can be adversarial in nature.
- Work on special projects as a subject matter expert or contributing member.

Qualifications

- A degree in Real Estate and Housing Management or a Bachelor of Business in Real Estate with no related experience required; OR
- A degree in Economics, Public Administration, Business Administration, Commerce, or a related discipline plus 1 year of related experience; OR
- A degree in Economics, Public Administration, Business Administration, Commerce, or a related discipline plus one of the following:
 - A completed 2 year diploma in Real Property Administration (Assessment and Appraisal), or
 - A completed 2 year diploma in Urban Land Economics, or
 - A Post Graduate certificate in Real Property Valuation (PGCV), or
 - A certificate in Real Property Assessment.
- An intermediate level of proficiency in Microsoft Word and Excel is required.
- A valid Class 5 Driver's License (or provincial equivalent) and access to a personal vehicle for business use.
- Experience with statistical analysis software such as Statistical Predictive Analytics Software (SPSS) is considered to be an asset.
- Maintain current technical valuation skills and demonstrate good judgment with application of skills.
- You have the ability to problem solve and remain adaptable within a team environment.
- You have strong communication, planning, and organizing skills.

Note: The Assessor vacancies will be within valuation, sections to be determined at date of hire.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 7 Permanent and 7 Temporary (Up to 18 months)
Compensation: Pay Grade 9 \$37.79 - 50.55 per hour
Hours of work: Standard 35 hour work week
Audience: Internal / External

Business Unit: Assessment & Tax
Location: 2924 11 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle
Apply By: May 6, 2024
Job ID #: 309780

Apply online at www.calgary.ca/careers