



Job Description

Assessor

Job Title: Assessor
Department: Assessment
Reports to: Manager of Assessment Services

General Accountability:

With supervision from the Manager of Assessment Services:

- Assist in preparing assessments and valuations of all real property including residential, farmland, commercial, industrial, institutional and exempt properties, as required, pursuant to the Municipal Government Act and related regulations.
- Assist in the application of valuation principles and procedures in accordance with legislated assessment standards.
- Respond to and investigate, as required, any complaints or inquiries relating to the Assessment Department.
- Attend with the Manager of Assessment Services and submit information to the Assessment Review Board.
- Should be familiar with the Municipal Government Act, Assessment Manuals and all other related legislation.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Collect data:** inspect and request property characteristic data on property for assessment purposes.
- **Valuation Knowledge and Skills;** assists in the application of valuation principles and procedures in accordance with legislated assessment standards
- **Judgement:** develops alternative courses of action and makes decisions which are based on logical assumptions.
- **Technology:** uses available applications and systems for the preparation of assessment on a market value standard
- **Tribunal Skills:** defends assessed values in a quasi-judicial setting with the presence of the Manager of Assessment Services.

- Respond to and investigates as required, any complaints or inquiries relating to assessment.
- Communication: listens actively, gathers information, writes and speaks in a way others will understand.
- Teamwork: works cooperatively with others
- Professional/Self- Management: balances business, personal & ethical goals to ensure optimum performance and career success.
- Perform additional duties as required from time to time by the Manager of Assessment Services.

Qualifications/Education and/or Experience:

- Enrolled in or completion of a diploma or degree in an assessment or Appraisal related program.
- Education equivalencies will be considered.

Knowledge and Skills:

- Listens actively, gathers information, writes and speaks in a way others will understand.
- Proficient in computer office tools, Excel, MS Word, CAMA lot system.
- Knowledgeable of the Municipal Government Act.
- Strong verbal and written communication skills.

Other Qualifications:

- A valid class 5 driver's license.
- Comfortable driving in a rural environment in all weather conditions.

Physical Demands:

Property site inspections:

- Walking around farm, industrial, commercial and acreage properties.
- Inspecting buildings in various stages of completion.
- May encounter dogs on properties.