

ASSESSOR II

The City of Camrose is seeking a highly motivated and energetic individual to fill the role of Assessor II. Reporting to the Manager of Assessor, the Assessor II is responsible for coordinating and maintaining all single family residential annual and supplementary assessments. This position involves the application of mass appraisal methodology to ensure fair, equitable and defensible property assessments that meet quality standards as set out in Provincial Legislation.

FUNCTIONS/RESPONSIBILITIES: (but not limited to):

- Coordinate and perform assessment work for residential properties including single family, duplex, adult housing, residential condominiums; vacant residential land in the City of Camrose.
- Preparation of assessed values for residential properties using mass appraisal techniques.
- Conduct inspections, data collection and analysis necessary to complete and finalize property valuations in accordance with current standards and Provincial statutory requirements.
- Analyze all residential sales.
- Sketch building diagrams using APEX or other similar computer assisted drawing program.
- Prepare for and present at hearings regarding assessment complaints that will be heard by the Assessment Review Board.
- Other duties as assigned.

QUALIFICATIONS:

- A professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACI) or Internal Association of Assessing Officer (CAE).
- Minimum of five (5) years' experience in municipal property valuation.
- Thorough knowledge of legislation, regulations and standards governing assessment procedures and quality standards.
- Knowledge of Microsoft Office Suite of products, and the CAMA lot assessment system.
- Excellent interpersonal skills and customer service approach.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below by July 12, 2024. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted. Applicants are encouraged to apply prior to July 12th as some interviews may be scheduled before that deadline.***

CONTACT:

City of Camrose - Attention: Manager of Assessment
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