



## JOB DESCRIPTION

**CLASSIFICATION:** ASSESSOR I

**JOB TITLE:** ASSESSOR I

**REFERENCE NO:** 33206

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:   
COMMISSIONER OF CORPORATE SERVICES

**DATE:** June 16, 2015

BY:   
GENERAL MANAGER OF HUMAN RESOURCES

**DATE:** June 12, 2015

### **GENERAL DESCRIPTION:**

The Assessor I is the entry level position responsible for the assessment of land and improvements for all types of assessable property. The incumbent is required to make frequent decisions in accordance with approved methods, policies, and procedures. Initially, the work is performed under the supervision of a more experienced assessor to ensure that the work performed is uniform and equitable.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Assessor III and indirectly to the City Assessor.
- External relationships are maintained with property owners, the general public, appraisers, property tax agents, accountants and solicitors.
- Internal relationships are maintained with other city departments.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Explains, discusses and reviews assessment details when dealing with assessment inquiries, complaints and appeals, in person, by telephone and in writing.
- Maintains relevant documentation, records, administrative reports, etc. to process assessments as assigned.
- Assists in the annual and supplementary inspection of business revitalization zones and calculates assessment/tax based on rental values.
- Inspects real property and records detailed data on the type of construction, size, materials, components, depreciation, and other pertinent information.
- Record floor plan measurements and enter sketch in computerized sketch program.
- Calculates the assessment values of all property types, using mass appraisal techniques which include replacement costs, direct sales comparisons, income approach and the analysis of the data to arrive at market value.
- Prepares and processes assessment and taxation corrections which include adjusting computer data and revising manual entries.
- Where required, assists with preparation and presentation of material such as briefs and submissions in support of property assessment values. Employees may be required to attend court or other regulatory boards and commissions as a witness.
- Assists in the entry, verification and adjusting of assessment data on the computer.
- Assists with preparation and mailing of assessments and tax notices.

- Committed to promoting a safe work environment through example.
- May perform additional related duties as requested and required.

**REQUIRED COMPETENCIES:**

- Ability to make complex mathematical calculations.
- Theoretical knowledge of assessment and appraisal procedures, construction methods, and other factors related to the position assignments.
- Working knowledge of current provincial statutes and their relation to assessment.
- General knowledge of building construction methods and procedures, which includes the ability to interpret blueprints, plans and specifications.
- General knowledge of survey systems.
- General knowledge of accounting methods and ability to read financial statements.
- Working knowledge of personal computer and mainframe applications.
- Good interpersonal and communication skills with the ability to express ideas clearly and effectively, both orally and in writing, and the ability to establish effective working relationships with supervisors, other employees, and the general public.
- Ability to make decisions independently, using proper judgement and procedures.
- Ability to work under pressure of deadlines and frequent interruptions.
- Ability to work in a team environment.
- Ability to work alone in situations involving difficult public interaction.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a two (2) year post-secondary diploma from a recognized technical institute or college in property assessment or related field.
- Eligible for membership with the Alberta Assessors' Association and will be expected to work toward an accreditation with the Alberta Assessors Association, or the Appraisal Institute of Canada.
- A management approved combination of education and experience may be considered.