



CLASSIFICATION: ASSESSOR II

JOB TITLE: ASSESSOR II

REFERENCE NO: 33203

DIVISION: CORPORATE SERVICES

DEPARTMENT: FINANCE

APPROVAL DATES: BY: 
COMMISSIONER OF CORPORATE SERVICES

DATE: June 16, 2015

BY: 
GENERAL MANAGER OF HUMAN RESOURCES

DATE: June 18, 2015

GENERAL DESCRIPTION:

The Assessor II is responsible for technical appraisal and/or assessment support work in determining the value of land and improvements for all types of assessable property. Incumbents are capable of using all generally accepted appraisal approaches to value. The work requires a high degree of independent judgment in establishing final assessment values and involves daily contact with property owners and the public. Incumbents are required to follow provincial legislation and appraisal best practices to determine fair and equitable values for taxation.

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.
- Conducts annual and supplementary inspection of business revitalization zones and calculates assessment 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 value 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.
- Prepares and processes the assessment and tax rolls for property accounts and Business Revitalization Zone accounts.

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- Provides training and support to other assessors.
 - Leads assessment team projects.
 - Assists with auditing and balancing various assessment and tax reports.
 - Assists with preparation and mailing of assessment and tax notices for property accounts and business revitalization zone accounts.
 - Provides direction to assessment clerical staff on specific assessment related matters.
 - Prepares estimates for proposed property developments and local improvements.
 - Responsible for the entry, verification, and adjusting of assessment data on the computer.
 - Where required, incumbents will prepare and present 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 an expert witness.
 - Committed to promoting a safe work environment through example.

REQUIRED COMPETENCIES:

- Ability to analyse, create and explain a wide range of complex mathematical calculations when preparing or supporting assessment valuation models.
- Ability to understand and interpret current assessment techniques and procedures (i.e. statistical analysis).
- Knowledge of current provincial statutes and their relation to assessment.
- Working knowledge of building construction methods and procedures, which includes the ability to interpret complex blueprints, plans, and specifications as required for determining assessment valuations.
- Working knowledge of property survey systems.
- General knowledge of accounting and statistical methods and procedures.
- Working knowledge of personal computers, office and assessment software.
- Effective interpersonal and communication skills, with the ability to express ideas clearly, both orally, and in writing, and the ability to establish effective working relationships with supervisors, other employees, and the general public.
- Ability to work independently with minimal supervision in a team environment.
- Ability to work under pressure of deadlines, frequent interruptions, and changing priorities.
- Ability to resolve situations involving conflict or verbal aggression.

REQUIRED QUALIFICATIONS:

- Successful completion of a post-secondary two (2) year diploma in property assessment or a related field.
- Four (4) years previous assessment experience.
- Accredited Municipal Assessor of Alberta (AMAA) or an Accredited Appraiser with the Appraisal Institute of Canada (AACI).
- Must possess and maintain a valid Alberta Class 5 Driver's License with an acceptable driving record. Use of personal vehicle is required and compensated.
- Expected to participate in the Assessment Recertification Programs to maintain accreditation.
- A management approved combination of education and experience may be considered.