



## JOB DESCRIPTION

**CLASSIFICATION:** ASSESSOR III

**JOB TITLE:** ASSESSOR III

**REFERENCE NO:** 33105

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:  DATE: June 10, 2022  
MANAGING DIRECTOR – CORPORATE SERVICES

BY:  DATE: November 15, 2021  
CHIEF HUMAN RESOURCES OFFICER

### **GENERAL DESCRIPTION:**

The Assessor III position is the first line resource for a team of assessors and is responsible for detailed and complex analysis to determine the values of all types of assessable property. The incumbent will plan and coordinate project work for the assessment department.

The work requires a high degree of independent judgement in establishing final assessment values, systems functions, and maintenance requirements as well as frequent contact with internal clients, external clients, appraisers, property tax agents, accountants, and solicitors.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the City Assessor.
- Internal relationships are maintained with other city departments.
- External relationships are maintained with software vendors, property owners, the general public, appraisers, property tax agents, accountants, and solicitors.
- Supervises Assessors in the absence of the City Assessor.

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

- Acts as System contact for the Tax/Assessment software programs, which includes operational parameters, and the development and maintenance of various system tables.
- Guides and advises assessment staff on efficient procedures and systems.
- Work project planner and coordinator for assessors.
- Inspects real property and records detailed data on the type of construction, size, materials, components, depreciation, and other pertinent information.
- Calculates the assessment value of all types of property, using mass appraisal techniques which include replacement costs, direct sales comparisons, and income approach.
- Monitors and ensures the processing of assessment and tax corrections which include adjusting computer data and revising manual entries.
- Responsible for coordinating, providing technical support and maintaining quality standards while supporting assessment valuations and changes.
- Professionally prepare and present complex material such as briefs and submissions in support of property assessment values. May be required to attend court or other regulatory boards and commissions as an expert witness.
- Explains, discusses, and reviews assessment details when dealing with complaints, appeals, and assessment inquiries.

- Participate in the development of assessment procedures.
- Responsible for the monitoring of data entry, ensuring quality standards, and adjusting of computer data on assessment system.
- Effectively responds to inquiries and complaints from the public in person, by telephone, and in writing.
- Controls and maintains the Tax/Assessment software programs.
- Assists in balancing various assessment and tax reports.
- Responsible for the preparation and mailing of assessment department notices, for Property accounts and Business Revitalization Zone accounts.
- Assists with the training and support of assessors.
- Performs the generation and completion of the assessment and tax rolls for Property accounts and Business Revitalization Zone accounts.
- Produces the Assessment Audit data and uploads as required by the Government of Alberta.

**REQUIRED COMPETENCIES:**

- Demonstrated proficiency in a wide range of complex mathematical analysis with the ability to solve problems and challenges in the assessment valuation modelling process.
- Ability to understand, interpret and lead the application of current assessment techniques and procedures (i.e. statistical analysis).
- Effective interpersonal, leadership 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.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Key resource for department assessment software.
- Key resource for department for current provincial statutes and their relation to assessment.
- Proficient knowledge of building construction methods and procedures, which includes the ability to interpret complex blueprints, plans, and specifications as required for determining assessment valuations.
- Proficient knowledge of property survey systems, statistical methods and procedures.
- General knowledge of accounting practices and procedures.
- Ability to perform complex extractions and manipulation of data from the assessment data base to produce ad hoc reports as required.
- Review, understand, commit and work in the safest possible manner consistent with Occupational Health and Safety Legislation and the City's Health, Safety and Environment Management System.
- 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 mediate and resolve escalating situations involving conflict.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a two (2) year diploma in property assessment or a related field from a recognized post-secondary institution.
- Six (6) years previous assessment experience.
- Must be an Accredited Municipal Assessor of Alberta (AMAA) or an Accredited Appraiser with the Appraisal Institute of Canada (AACI).
- Expected to participate in the Assessment Recertification Programs to maintain accreditation.
- 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.
- Supervisory experience is considered an asset.
- A management approved combination of education and experience may be considered.