

Assessor

10001 84 Ave, Clairmont, Canada
Full-time

Company Description

The County of Grande Prairie builds on its natural environment and the entrepreneurial spirit of its citizens to provide an unmatched quality of life and opportunity for all. We offer a collaborative and dynamic workplace where our values of Trustworthy, Transparent, Respectful, and Collaborative guide our conduct and contribute to a healthy culture.

Job Description

The Assessment department provides accurate and equitable assessments that are used for the purpose of collecting taxes, which is the County's No.1 source of revenue. Assessments are used to determine each individual property owner's share of the total property tax pursuant to legislation, policies and guidelines determined by the Government of Alberta. We are looking for a Junior Assessor to prepare all assessments of multiple use property in the assigned area of the County of Grande Prairie and Urban Municipalities including farmland, residential and some commercial. This position is primarily responsible for the inspection of properties within their geographic area, working with MLS, and RFIs.

This is a junior level position for those with their Diploma in Appraisal and Assessment (preferred) or working towards completing their diploma along with directly related assessment experience. The Junior Assessor position is involved within the department by gaining knowledge, experience, and skills associated with the preparation of assessments. This would include working towards a full understanding of the regulations associated with the preparation of assessments, learning cost manuals, dealing with blueprints, and construction styles. This position also deals with the public and responds to calls and inquiries. Supervision and mentoring are provided by intermediate and senior assessors. This position may be assigned more senior tasks such as CARBs, LARBs, some analysis, and projects as required.

Qualifications

- Working towards a Diploma in Appraisal and Assessment and has related experience, or a degree or diploma in a related field.
- Post-secondary diploma in Assessment and Appraisal (preferable).
- Valid Class 5 driver's license and acceptable drivers abstract

***All levels of experience welcome to apply. Wages to commensurate with experience**

Additional information

To apply online [County of Grande Prairie No. 1 Assessor | SmartRecruiters](#)

This position works Monday to Friday 8:30 to 4:30 for 35 hours per week.

Pay: \$42.03 to \$49.45 hourly

Closing date April 1st 2024 or until Suitable candidate is found.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The County of Grande Prairie recognizes and values the principles of fair hiring practices. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals. Should you require accommodation through any stage of the recruitment process, please contact hr@countygp.ab.ca and we will work with you to meet your needs.

- This posting may be used for future vacancies or to fill more than one position
- This posting may be open until a suitable candidate(s) is/are found.

Please note that once your application is complete, you will receive a confirmation email. If we require any additional information we will contact you. Due to the volume of applications received we can only answer questions at the interview stage.