

JOB TITLE: **ASSESSOR**

REPORTS TO: **Manager – Assessment and Land Management Services**

PURPOSE: The ASSESSOR provides defensible, fair and equitable property assessments for Leduc County through the collection and analysis of complex data and compliance with legislated requirements.

DUTIES AND RESPONSIBILITIES:

1. Inspects and assesses all properties within an assigned area.
 - Analyzes factors that influence property value using assessment principles and practices, in compliance with the *Municipal Government Act*, and all other relevant legislation.
 - Performs annual reviews of the assessment roll to identify anomalies in assessments with respect to classifications, sizes, values, influences etc.
 - Inspects properties within assigned area.
2. Manages, collects, verifies, and records property data to maintain an accurate assessment database.
 - Determines land values and processes land value changes in the assessment system on an annual basis.
3. Provides market value and assessment information to citizens and stakeholders.
 - Meets with residents, ratepayers, tax agents and other stakeholders and interested parties to discuss sensitive and private assessment issues.
 - Responds to inquiries regarding assessments and taxation.
4. Provides interdepartmental appraisals for various land transactions.
5. Attends the Assessment Review Board or Municipal Government Board hearings and provides technical support to defend assessments on behalf of the County.
6. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
7. Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
8. Performs related duties as required.

QUALIFICATIONS, ABILITIES AND SKILLS:

A diploma in assessment or an appraisal-related discipline and three to five years of experience in municipal assessment or a related field are required. An Alberta Municipal Assessors Association (AMAA), Certified Assessment Evaluator (CAE), or Accredited Appraiser Canadian Institute (AACI) designation or the ability to obtain one is preferred. Experience completing non-residential assessments is an asset. Completion of a certificate in real property assessment is an asset.

A service focus with strong verbal and written communication skills are required to explain the assessment process and defend decisions. Must be knowledgeable of and able to interpret assessment legislation. Working knowledge of computer assisted mass appraisal systems, CAMALOT, Microsoft Outlook, Excel, Word and GIS applications are required. Knowledge of Freedom of Information and Protection of Privacy legislation and the ability to maintain the highest level of confidentiality is essential.

Proven achievement of results through efficient coordination of work and project oversight is key to success in the role. Experience working with teams is required. Familiarity with municipal operations and knowledge of rural communities is an asset. A valid Class 5 Driver's license is required. A combination of education and experience may be considered.

WORKING CONDITIONS:

The typical work setting is an office environment using computers and other office equipment, however is subject to a variety of environmental conditions when completing field (property) inspections.


PHYSICAL REQUIREMENTS:

This role requires limited physical effort, which involves sitting, standing and walking.

DIRECT REPORTS:

N/A

APPROVAL:

| Date | Title | Name | Signature |
|----------------|----------------|---------------|--|
| April 16, 2024 | County Manager | Duane Coleman |  |