

Assessor I

Position Summary: We have an exciting opportunity with the Assessment and Tax department with Strathcona County! The Assessor I position contributes to the economic sustainability of the organization and plays a crucial role in property taxation. We are seeking a candidate with a strong knowledge and skillset that will complete inspections, data collection and valuation for both existing properties and newly constructed ones.

This role may be eligible to participate in our hybrid work program. The successful candidate will be required to reside within 2 hours of Sherwood Park, Alberta.

Responsibilities:

- Collect data, update and classify inventory for both new and existing residential properties with a diverse urban & rural scope following procedures and policies in order to maintain an accurate and equitable assessment base
- Effectively communicate (primarily with external customers) about specific property assessments and assessment and taxation legislation and policy, to promote increased understanding of property assessment and property tax
- Provide data quality control and ensure market value changes are reasonable on a per property basis
- Have an awareness and understanding of market value trends in assigned areas
- Properly interpret and apply legislative parameters on a per property basis, such that statutory requirements are satisfied
- Provide research and project assistance to Assessor II & Assessment Manager (i.e. market value studies, sales comparables, Assessment Review Board preparation)

Qualifications and Skills:

- Completion of recognized post-secondary diploma in Appraisal and Assessment or related discipline with a minimum of three years related experience; or a related degree with a minimum of 1 year experience.
- Eligibility for membership with the Alberta Assessors' Association or equivalent organization (i.e. International Association of Assessing Officers, Appraisal Institute of Canada)
- A general understanding of appraisal concepts and the ability to apply that knowledge to determine market values
- A basic understanding of applicable legislation and the ability to incorporate it into the assessment process
- Excellent written and verbal communication skills, including the ability to deal with difficult customer service situations
- Excellent organizational and time management skills
- Strong computer and data analysis skills, using Microsoft Office and other assessment and statistical software applications
- Knowledge with CAMALot software is considered an asset

Conditions of Employment

- Submission of a Satisfactory Criminal Record Check
- Valid Alberta Class 5 Driver's licence and submission of a 5-year Driver's Abstract with less than 7 demerits

Who we are:

Strathcona County is a specialized municipality located in the heart of Alberta. Our vision is to become Canada's most livable community, where our workplace culture and identity are supported by our people plan and values of integrity, respect, safety, fairness, and cooperation.

Why Join Strathcona County: (depending on position)

- Competitive salary and comprehensive benefits package, which includes:
 - Extended health and dental coverage
 - Health and wellness spending account
 - Life and disability insurance and critical illness programs
 - Retirement and pension programs
 - Paid and unpaid leave programs
 - Earned day off program
 - Employee and family assistance program
- Commitment to employee development, through internal and external training and development opportunities.
- Well-being programs and a safety culture focused on physical and psychological health in the workplace.

Equivalencies of education and experience may be considered.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Strathcona County is committed to an inclusive, respectful, and equitable workplace that represents the community we serve. We welcome applicants from all backgrounds who can contribute diverse perspectives and experiences.

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