



A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes.

Now Hiring: Tax & Assessment Administrator (Competition #24-33)

Parkland County has an opportunity for a casual Tax & Assessment Administrator position in the Assessment & Tax Department. Under the general supervision of the Supervisor, Revenue Services, the Tax & Assessment Administrator is responsible for all aspects of tax and assessment administration and maintaining the central name and address database. The position is also responsible for handling tax and assessment-related inquiries from the public. This position will work approximately 3 days per week plus provide additional coverage for June, July, and vacations as required.

The ideal candidate for this position will have the following:

- High-school graduation supplemented by post-secondary coursework in business, accounting or assessment.
- Two years of related customer service experience. Experience working with municipal property taxation, land titles, property appraisal, or assessment is an asset.
- The ability to deal with the public positively.
- Computer proficiency including proficiency with Microsoft Office 365 and the ability to quickly grasp new programs.
- Attention to detail with numerical accuracy and strong data entry skills.
- Availability to work full-time (35/hours per week) during June and July and to cover vacations as required.

The total rewards package for this position includes:

An hourly rate of pay from \$28.08 - \$35.05 per hour.

Parkland County offers a total rewards package including competitive pay, access to our confidential Employee and Family Assistance Program, and 4% vacation pay and 4.8% statutory holiday pay in addition to your regular earnings. Our organization offers access to physical fitness including an employee on-site gym and lunch exercise programs, a Social Club, a Health, Safety & Wellness committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view our Total Rewards Package for this position!

Additional Information

Interested Candidates are Invited to Apply Online at careers.parklandcounty.com by Wednesday, April 3 at 4:00 p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com.