



## Junior Property Assessor

The Municipal District of Bonnyville No. 87 invites applications for a **Junior Property Assessor**. The successful candidate will assist the Property Assessors with the coordination, preparation, defense, review, and audit of annual property assessments.

### Duties & Responsibilities:

- Collect, review and record information relevant in establishing and defending an assessment roll, such as building characteristics, real property characteristics, property sales data, income, and expense data.
- Assist in the coordination and preparation of the assessment roll in accordance with legislation, regulations, bylaws, and accepted mass appraisal processes that pertain to establishing and defending Alberta property assessments.
- Assist in establishing property assessments for all nonlinear property within the municipality.
- Assist in ensuring all relevant data is entered into the municipal computer assisted mass appraisal software program.
- Assist in performing all valuation analysis and calculation in accordance with standard mass appraisal procedures.
- Identify and communicate any issues, concerns, or ideas regarding the valuation process.
- Assist in ensuring work by third parties is performed in accordance with legislations, regulations, bylaws, and accepted mass appraisal processes. Ensure all data is collected and updated in the municipal software program.
- Assist in identifying and communicating all required and recommended assessment roll changes for each municipal taxation year.
- Assist in uploading information required by municipalities to Milenet.
- Assist in providing all assessment information and supporting documentation requested during a provincial audit.
- Assist in the preparation and defense of the tax and assessment fiscal year end process.
- Assist in ensuring all assessment software and hardware used in the collecting, valuing, and defending property assessments are functioning and current.
- Recommend tools, resources, instructional, and educational options to assist in performing your responsibilities.
- Represent the department in a professional manner when dealing with other departments, elected officials, the public, etc.
- Disclosure of information must comply with provincial legislation, such as the Municipal Government Act and FOIP.
- Assist in the training of required personnel as it pertains to the function of property assessment.
- Assist in performing annual re-inspection cycles and ensure all data on new physical growth is collected.
- Perform other related duties within the scope of the position.

## Qualifications:

- Hold a valid Driver's License in good standing and the license held must be valid for the classification of the motor vehicle required to operate.
- Provide a Driver's Abstract if required.
- Post-Secondary education in the field of Property Assessment or an equivalent profession.
- Actively working towards obtaining an Accredited Municipal Assessor of Alberta (AMAA) designation.
- Good communication skills to effectively interact with residents.
- Ability to handle public inquiries and concerns.
- Ability to maintain strict confidentiality.
- Knowledge of construction methods and other factors related to the valuation of property would be considered an asset.
- Proficient with computers, including Microsoft Office.
- Experience with municipal property tax functions would be considered an asset.
- Experience with Diamond and Laserfiche would be considered an asset.

Please visit [md.bonnyville.ab.ca/jobs.aspx](http://md.bonnyville.ab.ca/jobs.aspx) for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87  
Attn: Human Resources  
Postal Bag 1010  
Bonnyville, Alberta T9N 2J7  
Fax: 780-826-4524  
Email: [hr@md.bonnyville.ab.ca](mailto:hr@md.bonnyville.ab.ca)

Closing Date for Applications: Open until suitable candidate is found