



## ASSESSOR

### Full-Time / Permanent

*Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.*

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **ASSESSOR** to supplement our ongoing focus in the delivery of customer service excellence.

#### **Key Responsibilities**

Reporting to the Assessment Services Manager, the Assessor will provide assistance to the Assessment Services Department in establishing and maintaining an equitable assessment. The Assessor is required to assist in the establishment of quality standards, the organization of workloads, and all aspects of property assessments for residential and non-residential properties within the municipality.

Detailed duties of the Assessor position include, but are not limited to:

- Assist the Assessment Services Department in the delivery, administration, and valuation process for all properties within Red Deer County on an annual basis.
- Assist in implementing and maintaining uniform property assessments for residential, commercial, industrial, and oil & gas properties within the municipality.
- Conduct property inspections and use/apply the cost, income, and direct sales comparison approach to value on a mass appraisal basis.
- Respond promptly to public enquiries, explaining and interpreting valuations through various means of communication.
- Prepare and defend assessments at Assessment Review Board hearings.
- Ensure availability to the public and to other departments within the organization for questions concerning the operation of the Assessment Department.
- Organize and coordinate daily duties and activities to accomplish responsibilities and duties within the appropriate time frame(s).
- Undertake other tasks and responsibilities as required within the scope of the position.

#### **Qualifications**

- A diploma in Urban Land Economics or post-secondary degree or diploma in a related discipline, majoring in Real Estate Appraisal & Assessment.
- Ability to work independently, with strong organizational and time management skills.
- Excellent communication skills, along with collaborative, responsive, and supportive relationship skills.
- Ability to successfully communicate with various levels within the organization, as well as outside agencies.

- Proficiency with MS Word, Excel, PowerPoint, and computer assisted mass appraisal systems.
- Accredited Municipal Assessor of Alberta (AMAA) designation or equivalent is considered an asset.
- In depth knowledge, interpretation, and application of the Municipal Government Act and associated regulations is considered an asset
- Experience with all aspects of rural assessment, including oil & gas properties is considered an asset.
- Valid Class 5 drivers' license with acceptable drivers' abstract.
- Acceptable Criminal Records Check.
- Experience within a local government setting is considered an asset.

**Additional Information**

This is a permanent, full-time position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

**Hours of Work:** 8:30 a.m. to 4:30 p.m. Monday through Friday.

**Start Date:** Monday, November 4<sup>th</sup>, 2024

**Salary:** The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**\*\*A full position description is available upon request\*\***

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m., Friday, September 13th, 2024**, to:

**HUMAN RESOURCES DEPT.**

[hr@rdcounty.ca](mailto:hr@rdcounty.ca)

[www.rdcounty.ca](http://www.rdcounty.ca)



*In the spirit of reconciliation, Red Deer County acknowledges that we live and work on Treaty 6 territory – north of the Red Deer River; and on Treaty 7 territory – south of the Red Deer River. We recognize and respect the many First Nations, Métis and Inuit Peoples whose footsteps have marked these lands for time immemorial.*

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