

The opportunity

Leduc County is looking for an experienced and highly motivated Assessor to join our team. Reporting to the Manager – Assessment and Land Management Services, this exciting opportunity provides defensible, fair and equitable property assessments for Leduc County through the collection and analysis of complex data and compliance with legislated requirements.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You have a service focus with strong verbal and written communication skills, which are required to explain the assessment process and defend decisions. You have demonstrated proven achievement of results through efficient coordination of work and project oversight.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- 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.
- 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.
- 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.
- Provides interdepartmental appraisals for various land transactions.

- Attends the Assessment Review Board or Municipal Government Board hearings and provides technical support to defend assessments on behalf of the County.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- 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.
- Performs related duties as required.

What you need to succeed

Must-have

- A diploma in assessment or an appraisal-related discipline.
- Three (3) to five (5) years of experience in municipal assessment or a related field.
- An Alberta Municipal Assessors Association (AMAA), Certified Assessment Evaluator (CAE) designation or the ability to obtain one.
- Knowledgeable of and able to interpret assessment legislation.
- Working knowledge of computer assisted mass appraisal systems, CAMALOT, Microsoft Outlook, Excel, Word and GIS applications.
- Knowledge of Freedom of Information and Protection of Privacy legislation and the ability to maintain the highest level of confidentiality.
- Experience working with teams.
- A valid Class 5 Driver's license.

Nice to have

- Experience completing non-residential assessments.
- Completion of a certificate in real property assessment.
- Familiarity with municipal operations and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$87,859.00 - \$109,825.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full- time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.

