

The Opportunity

Lacombe County is seeking a dedicated and detail-oriented **Assessor** to join our Assessment Services team. This position is crucial to ensuring accurate, fair, and equitable property assessments within the County. As an Assessor, you will play a key role in determining property values for taxation purposes, contributing to the financial health and sustainability of Lacombe County. You will work closely with the Manager of Assessment Services and collaborate with the assessment team to apply sound appraisal principles to all types of properties.

Key Responsibilities

- **Property Inspections & Assessments:** Assist in the annual inspection of new and progressive properties, manage the re-inspection program, and ensure the maintenance of assessment and land files.
- **Property Data Collection:** Review and analyze property sales, verifying transaction details and the physical details of the property at the time of sale.
- **Market Analysis:** Contribute to the development and maintenance of market land rates and local market modifiers for both residential and non-residential properties.
- **Legislative Compliance:** Interpret, understand, and apply relevant legislation to collect, analyze and prepare assessments.
- **Reporting & Documentation:** Assist in preparing ASSET loads, Assessment Audit reports, and ensure the accuracy of all data entered into the system.

Key Qualifications

- **Education:** A minimum two-year post-secondary diploma in property assessment or a related field, with coursework in appraisal or property valuation being preferred.
- **Legislative Knowledge:** Strong understanding of relevant legislation, including the Municipal Government Act, Provincial Assessment Manuals, Ministerial Regulations, and Municipal Bylaws.
- **Technical Skills:** Proficiency with software programs such as Microsoft Office Suite (Excel, Word, Access, SharePoint), CAMALot, APEX, Marshall & Swift, Esri ArcGIS/Eagleview Pictometry, Microsoft Dynamics GP, Milenet/SPIN II, Pillar Nine/Matrix, and eSite.
- **Professional Development:** Willingness and ability to work toward an accredited designation from the Alberta Assessors' Association or a similar certification.
- **Interpersonal Skills:** Excellent communication skills, capable of providing clear and accurate information regarding assessment and taxation, with a variety of stakeholders including the public, County staff, Council, and government entities in a professional, respectful manner.
- **Other Requirements:** A valid Class 5 Driver's License and an acceptable driver's abstract are required upon hire.

Why Lacombe County?

- **Meaningful Work:** Contribute to the fair and equitable taxation process that supports our community's growth and success.
- **Professional Growth:** Opportunity to advance your career through training, development, and professional certification.
- **Collaborative Environment:** Work within a supportive team and have the chance to make a real impact in the County's operations.

If you are a professional with a strong attention to detail, a solid understanding of property assessments, and a commitment to public service, we invite you to apply and help us build a safe, vibrant, and innovative community.

To express interest, please forward your resume and cover letter no later than
8AM, February 3, 2025 to: hr@lacombecounty.com.

This competition may remain open longer until a suitable candidate is found.

We thank all applicants for their interest; however, only those invited for an interview will be contacted. Lacombe County is an equal opportunity employer. We encourage applications from all qualified individuals. All applicants must be legally entitled to live and work in Canada. This is a safety sensitive position; the successful applicant will undergo a pre-employment drug and alcohol test.