

Cultivate Your Career

PROPERTY ASSESSOR II PERMANENT, FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial & Strategic Services
Location	5 St. Anne Street, St. Albert
Compensation	\$94,057 – \$115,761 per annum
Closing Date	April 25, 2025
Competition #	25/58

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Financial & Strategic Services department as a Property Assessor II.

Reporting to Manager, Assessment Services, this position will be responsible for establishing fair, equitable, and defensible property assessments by performing field inspections, analyzing market data, and gathering and maintaining accurate current property information.

The key responsibilities will include:

- Re-inspecting and updating property assessments within the municipality using real estate expertise, mass appraisal methods, and software, ensuring compliance with provincial regulations and the Municipal Government Act.
- Providing accurate property assessments for new building improvements, requiring expertise in real estate and construction, fluency in reading maps and drawings, adhering to guidelines, and maintaining professionalism.
- Researching and verifying market data, analyzing it with statistical techniques, and producing reports using CAMAlot, SQL, and Excel.
- Responding to inquiries by explaining property assessments and preparing formal defenses before review boards using thorough documentation and testimony.

The individual we seek is knowledgeable in the real estate industry, experienced with statistical methodologies, and possesses expertise in property valuation techniques, along with essential building construction knowledge.

QUALIFICATIONS

- A Bachelor's Degree in Real Estate, Property Assessment, Appraisal, Business, Commerce, or a related field, and a minimum of five years of relevant assessment or appraisal experience. Or a
- A 2-year Diploma in Appraisal, Assessment, or Urban Land Economics and 7 years of relevant assessment/appraisal experience.
- Accredited Municipal Assessor of Alberta Designation
- Membership in the Alberta Assessors' Association
- Accredited Appraiser, Appraisal Institute, Appraisal Institute of Canada Certified Assessment Evaluator or International Association of Assessing Officers are assets.
- Proficient in Microsoft Office Suite, CAMAlot, Marshall & Swift, Apex Sketch Software, and SQL.
- Excellent writing and verbal communication skills.

COMPENSATION

\$94,057 – \$115,761 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check
- The successful candidate will be required to provide proof of educational and professional credentials.
- An Alberta valid Class 5 Drivers License and a personal vehicle for work use are required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

April 25, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.