



EMPLOYMENT OPPORTUNITY

Assessor II

Camrose County is currently accepting applications for a permanent full-time Assessor II. Working in conjunction with the appointed Contract Assessor, the Assessor II is responsible for preparing annual market/regulated valuation models for a complex cross section of properties. This position carries out valuation of industrial, commercial and residential properties within the County and the maintenance of related records and notices. The Assessor II is also responsible for re-inspection and investigation and resolution of complaints regarding assessment and will represent the County at Assessment Review Board and Municipal Government Board hearings. This role contributes towards the economic sustainability of the organization and property taxation equity for property owners.

The Assessor II is responsible for coordinating and maintaining assessment data within Camrose County. This includes conducting property inspections, determining assessment values, performing market value modeling and annual assessment reviews, maintaining accurate property records, and preparing and submitting the annual assessment roll for provincial audit. The role applies assessment and appraisal principles in a mass appraisal environment, interprets and implements legislative requirements, develops assessment policies and procedures, and prepares departmental budgets. It also involves responding to public inquiries, presenting evidence before Assessment Review Boards, liaising with provincial regulatory agencies, monitoring local real estate market trends, and ensuring compliance with County health and safety standards while providing professional assessment services to support fair and equitable taxation.

Qualifications:

- A diploma in Urban Land Economics or post-secondary degree or diploma in a related discipline, majoring in Real Estate Appraisal & Assessment
- A professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACI) or International Association of Assessing Officers (IAAO)
- Minimum of 10 years related work experience
- An equivalent combination of education and experience may be considered
- Proficiency using the CAMALOT system, as well as Microsoft Office Suite of applications, including Word, Excel, and Outlook and familiar with GIS, taxation and permit systems
- Thorough knowledge of mass appraisal theory and principles of appraisal
- Thorough knowledge of assessment methodologies and techniques

Interested applicants should forward their resumes by email to:

Jamie Heidt

Human Resource Coordinator

Hrcontacts@county.camrose.ab.ca

Camrose County thanks all applicants for their interest. Only those applicants that are selected for an interview will be contacted.