

## The Opportunity

Lacombe County is seeking a dedicated and knowledgeable **Tax Clerk** to join our Corporate Services department.

Reporting to the Manager of Assessment Services, the Tax Clerk supports property tax and assessment functions. The role combines responsibilities of tax roll maintenance and assistance to Assessment Services through maintaining tax and assessment rolls, preparing tax notices, assisting in the collection of tax payments and tax recovery procedures.

## Key Responsibilities

### Tax Roll Maintenance

- Develop and maintain a tax roll pursuant to the Municipal Government Act.
- Prepare Assessment & Tax notices in accordance with annual requirements. This includes:
  - Ordering blank Assessment & Tax Notices.
  - Printing, sorting and mailing notices.
  - Preparing federal and provincial grant in lieu reports.
  - Following County policy on returned notices.
- Levy all penalties and costs pursuant to established bylaws and policies, maintain the tax roll in balance with the assessment roll and the general ledger.
- Prepare reports required by the County Auditor for the annual audit process.
- Assist in the collection of tax payments and Tax Recovery procedures, including public auctions for Taxes.
- Respond to property owner and professional requests for information.
- Coordinate with the Provincial Assessor to ensure ownership information is up-to-date.

### Assessment Functions

- Assist to develop and maintain the assessment roll as required to the Municipal Government Act.
- Act as administrative assistant to the Manager of Assessment Services and Assessors.
- Process Assessment & Tax Roll changes and maintain assessment balances as required to complete financial statements.
- Assist with paper and electronic file management, and record and amend information as necessary.
- Receive maps, plans, land titles, and leases to record, amend, and file as required.
- Proven ability to handle inquiries and resolve issues while maintaining confidentiality.
- Strong understanding of mandatory deadlines and effective time management practices.



## Key Qualifications

### Education, Knowledge & Skills

- A two-year post-secondary diploma in Business or Office Administration, or related field, is an asset.
- Basic knowledge of real property valuation and assessment practices.
- Basic knowledge of, or the ability to, interpret applicable legislation, regulations, and processes governing property assessment.
- Proficiency in Microsoft Suite, particularly Microsoft 365 and SharePoint, with the ability to quickly learn new software applications.
- Experience in a municipal setting is considered an asset.

**SUCCESS**  
**GROWS** *here!*

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package including:

- A Pension for Life! This position participates in the Local Authorities Pension Plan, a defined benefit pension plan, where a monthly pension is paid to you for life upon retirement.
- A comprehensive group health and dental plan *plus* an annual health/wellness spending account.
- Annual vacation that increases with each year of employment *plus* participation in the flex time program.

At the County, employees feel connected. They feel valued and have a sense of belonging. Our open door, collaborative and supportive work environment encourages employees to share ideas and work together as a team. It's a respectful workplace and employees are encouraged to express opinions and ideas. And, it's a flexible workplace so that you can balance the work commitments with your life commitments.

*If you are a professional with a solid understanding of property tax and assessment functions, has a commitment to public service, and who is passionate about making a positive impact, we invite you to apply and help us build a safe, vibrant, and innovative community.*

To express interest, please forward your application **no later than 8AM, September 14, 2026**, to:  
[hr@lacombecounty.com](mailto:hr@lacombecounty.com).

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

Applications will be reviewed and scheduled for an interview as they are received.

Please note: All applicants must be legally entitled to live and work in Canada.

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