



JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Assessor I	Employee Grid Level 4	8
NOC CODE: 1314		
STANDARD HOURS: 35 hours/week (non-management)		

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Chief Assessor	Management Grid Level 3	14

DIVISON	DEPARTMENT	LOCATION
Corporate Services	Assessment	Admin Building

**PROGRAM FUNCTION:**

The Corporate Services division is responsible for legislative, information systems, records management, FOIP, communications and facilities support for the organization.

The Assessment Department provides accurate and equitable assessments that are used for the purpose of collecting taxes, which is the County's No.1 source of revenue. Assessments are used to determine each individual property owner's share of the total property tax pursuant to legislation, policies and guidelines determined by the Government of Alberta.

**PURPOSE OF JOB:**

Prepare all assessments and related duties in assigned area of the County of Grande Prairie and Urban Municipalities.

**Job Duties and Tasks:**

Every employee's participation in the County's health and safety management system is integral to our success. Together we have the responsibility to promote our health and safety program, follow safe work procedures and comply with Occupational Health and Safety legislation. To demonstrate that safety is our way of life we must all work to protect our own health and safety and the health and safety of those around us.

1. Inspect and assess residential, commercial and farm properties to maintain standards consistent with the MGA and associated regulations.
2. Included in above is understanding depreciation and how it pertains to market value.
3. Communicate with ratepayers to explain the assessment process.
4. Explain technical issues in a way the general public will understand them.
5. Inspect and defend the assessments in front of the assessment review board and Municipal Government Board.
6. Carry out work in a safe manner by following Health & Safety Policies and procedures.
7. Do cash-in-lieu appraisals for the Planning and Public works departments as required and other reports for departments as required.
8. Prepare assessment data for inputting into computer and in a format that is understandable to the Assessment System Operator. This would also include data entry and coding in the CAMA system.
9. Interpret and apply any legislation or regulations that relate to property assessments within the assigned areas.
10. Assist senior staff with preparation of the assessments.
11. Other duties as assigned.

## **QUALIFICATIONS STATEMENT**

### **Education and Experience:**

- Post-secondary diploma in a related field.
- Should possess a Local Government certificate in assessment, plus experience in all aspects of assessment.
- Must be working towards AMAA designation.
- Valid Class 5 driver's license and acceptable drivers abstract

### **Knowledge, Skills and Abilities:**

- Basic computer knowledge
- Knowledge of the County of Grande Prairie area would be an asset.
- Ability to travel, particularly in rural areas to conduct inspections
- Ability to occasionally work long and irregular hours to meet deadlines or attend meetings
- Ability to lift/carry files/boxes up to 40 lbs.
- Ability to walk outside on uneven surfaces for property inspections
- Ability to communicate effectively orally and in writing
- Tact, diplomacy and professionalism skills
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.

### **Core Competencies:**

- Teamwork
- Trustworthy
- Transparent
- Respectful
- Collaborative
- Customer Focus
- Confidentiality
- Record Keeping

### **Training Matrix:**

- Hazard Identification, Assessment & Control
- Musculoskeletal Injury Prevention: Office Environment
- Workplace Violence Prevention
- Defensive Driving
- BUDDIE
- FOIP General Awareness Training
- Working Alone
- First Aid including AED (preferred)
- Fire Extinguisher (preferred)
- Leadership for Safety Excellence (4 modules- Supervisor's Role, Hazard Assessment Inspections, Investigations). (preferred)
- Anti-Racism Policy Training
- Fit for Work Policy Training

**JOB DESCRIPTION CERTIFICATION:**

I have read this job description:

\_\_\_\_\_  
Incumbent's Signature                      Name (print)                      Date

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This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

\_\_\_\_\_  
Supervisor's Signature                      Name (print)                      Date

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This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

\_\_\_\_\_  
HR Manager's Signature                      Name (print)                      Date