



Mountain View
C O U N T Y

External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM OWO
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

EX02 - 2017 - Closing Noon Friday April 28, 2017 (or until suitable candidate is chosen)

Assessor I – Corporate Services

Term Contract Position – 35 hour per week

Starting Wage - \$24.31 - \$26.74/hr – depending on selected candidate education and experience

Position Summary:

Assists with the delivery, administration and annual valuation of properties within the County; oversees and carries out valuation of all industrial, commercial and residential properties in the County and updating of related records and notices. As assigned, carries out re-inspections and investigation and resolution of complaints regarding assessment; may represent the County at Assessment Review Board and Municipal Government Board hearings; responds to queries and complaints from ratepayers, organizations, groups and other County departments; performs related duties.

Education and Skill Requirements:

- Completion of Grade 12 or GED equivalent; post-secondary diploma in Real Property Assessment; a combination of education and experience will be considered;
 - Two (2) to three (3) years of experience in Office Administration, inspections or appraisal, preferably in a municipal or office environment, are best suited to this position;
 - Membership, or the ability to obtain membership/enrollment in the Accredited Municipal Assessor of Alberta program;
 - May require the candidate to have membership, or the ability to obtain membership, with the Appraisal Institute of Canada (AACI);
 - High degree of competency in using computers in the technical areas of word-processing, spread sheets and databases. Those candidates with prior experience in Bellamy Taxation System, Camalot (CAMA Computer Assisted Mass Appraisal) software, Apex, and Marshall & Swift Valuation Service are preferred;
 - Demonstrated organizational ability and composure to work within specific timeframes, in a fast-paced climate;
 - Ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information;
 - Strong interpersonal, verbal and written, communication skills. With the ability to work with the public and staff at all levels with the County with minimal supervision in a multiple task environment; and
 - Valid AB Operators' License – Class 5 – no more than 6 demerit points.
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Submissions will be received until **Closing Noon Friday April 28, 2017 (or until suitable candidate is chosen)**. All applications are to be marked "**confidential**" and will be received in confidence. Submit resumes, **Attention Human Resources**, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403)335-9207
- Mail to Mountain View County. PO Bag 100, Didsbury, AB TOM OWO

Note: Inquiries may be directed to Human Resources at 403-335-3311 ext 194 or email to hr@mvcountry.com - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.

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