



# External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0  
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[www.mountainviewcounty.com](http://www.mountainviewcounty.com)

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**MVC07 - 2023 – Noon Friday April 7, 2023 – or until suitable candidate is chosen**  
**Summer Student - Assessor Intern (Term Approximately 4 to 5 months)**

2023 Pay Band - \$24.79/Hour – 35 HRS/WK – limited benefits for seasonal term positions

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## What we can offer:

- Personal Days & Employee Family Assistance Program (EFAP)
- Professional work experience and on-the-job training
- Extensive Health & Safety Program

## Position Summary:

We are looking for an Assessor Intern interested in gaining experience while learning the core business aspects of property assessment within the rural environment. Hands on experience gained in property assessment while assisting in the preparation of valuing land, buildings, structures, and property improvements.

## Core Duties and Responsibilities Include (but are not limited to):

- Application of property appraisal and assessment theory and practice
- Verifying accurate assessment data entry into CAMA
- Assisting with site inspections of residential, commercial, and farm properties
- Carries out re-inspections, investigation and resolution of assessment complaints

## Education and Experience Requirements:

- Completion of Grade 12 or GED equivalent; currently pursuing post-secondary education in appraisal/assessment, economics, or real estate.
- Knowledge or experience with GPS and/or GIS an asset
- Proficient working knowledge of computers with ability to create and manipulate electronic files and databases
- Self-motivated, priority setting, multitasking and time management skills
- Microsoft Office Suite
- Customer Service Skills
- Valid AB Operators' License – Class 5 – no more than 6 demerit points

## Working Conditions:

The hours will be Monday through Friday 8:00 am to 4:00 pm with a 1 hour unpaid lunch break. The location will be the County's Administrative building between Didsbury and Olds, AB. The employee will be required to travel to other locations within Mountain View County and will need to have a valid driver's license and provide a current, satisfactory driver's abstract.

## Additional Information:

If this sounds like you, we want to hear from you!

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Submissions will be received until **Noon Friday April 7, 2023**. To apply for this position, please submit your resume with references to **Attention Human Resources**, in one of the following ways:

- Email to [hr@mvcounty.com](mailto:hr@mvcounty.com)
- Fax to (403) 335-9207
- Mail to Mountain View County, PO Bag 100, Didsbury, AB T0M 0W0
- Drop off at 1408 TWP RD 320, Didsbury, AB