



**Mountain View
C O U N T Y**

External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

MVC01 - 2026 – *Noon Friday March 13, 2026 – or until suitable candidate is chosen*
Summer Student – Assessment & Taxation Intern (Term Approximately 4 to 5 months)

2026 Pay Band - \$26.56/Hour – 35 HRS/WK

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 Assessment/Taxation Intern interested in gaining experience while learning the core business aspects of property assessment and municipal taxation within the rural environment. Hands on experience gained in property assessment while assisting in the preparation of valuing land, buildings, structures, and property improvements, as well as supporting taxation processes and understanding the link between assessed values and property taxes.

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
- Assisting in basic property taxation tasks

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 main 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.

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

Submissions will be received until **Noon Friday March 13, 2026**. To apply for this position, please submit your resume with references to **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 T0M 0W0
- Drop off at 1408 TWP RD 320, Didsbury, AB