



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

MVC04 - 2018 - *Closing Noon Friday May 11, 2018 (or until suitable candidate is chosen)*

Assessor II

Full Time – Monday through Friday (35-hour work week)

\$63,380 – \$ 71,809 per annum – depending on selected candidate's education and experience

Position Summary:

This position 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 the maintenance and updating of related records and notices. 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, Accredited Municipal Assessor of Alberta and Accredited Appraiser Canadian Institute designation is required; however, a combination of education and experience may be considered;
 - Must have four (4) to five (5) years of progressive experience in municipal assessment or related field.
 - Proficient working knowledge of computers with demonstrated ability to create and manipulate electronic files and folders, databases, etc. 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 ***Noon Friday May 11, 2018 (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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