

Assessor

DEFINITION

The Assessor classification is a progressive classification whereby incumbents advance by exemplifying demonstrated ability in a variety of competencies and by attaining specific qualifications. The three levels within the classification include: Intern Assessor, Associate Assessor and Assessor, each respectively becoming more complex based on the level of demonstrated competency and qualifications. Individuals will advance to the next level based on the demonstration of satisfactory ability of specified competencies and the attainment of pre-established qualifications. Assigned responsibilities and leadhand/coaching duties are based on the level achieved in the progression.

Intern Assessor

This is entry level technical work related to assessing the value of land, buildings, structures, and property improvements for purposes of taxation.

At this level, Interns are expected to learn the core business of assessment and will assist in preparing, communicating, as well as defending assessments within their assigned areas. The ability to perform technical work is demonstrated by the application of appropriate assessment valuation methods within established parameters. Work is evaluated on the basis of quality, quantity, accuracy and timeliness.

Interns in this segment of the Assessor classification are expected to gain a basic knowledge, through course work and/or experience of more than one field of assessment, such as residential, non-residential, exemptions, internal audit or policy development.

Interns are expected to refer questions, problems, or matters of policy to Associate Assessors, Assessors and/or an Assessor Team Lead. Interns will seek direction from the Team Lead.

Associate Assessor

This is an increasing level of technical work related to assessing the value of land, buildings, structures, and property improvements for purposes of taxation.

Associates will perform an increasing level of technical work in preparing, communicating, as well as defending assessments within their assigned areas. The ability to perform technical work is demonstrated by the application of appropriate assessment valuation methods within established parameters. Work is evaluated on the basis of quality and accuracy.

Associates in this segment of the Assessor classification are expected to gain working knowledge and experience in several fields of assessment, such as residential, non-residential, exemptions, internal audit or policy development.

Associates are expected to demonstrate a moderate degree of judgment, referring questions, problems, or matters of policy to an Assessor or Assessor Team Lead. Incumbents will seek specific direction from the Team Lead; particularly in unusual circumstances or when the corporation may be at risk of significant reduction in assessed values.

Assessor

This segment represents the full scope of technical work related to assessing the value of land, buildings, structures, and property improvements for purposes of taxation.

Assessors within this classification work with considerable independence and demonstrate a significant degree of judgement and leadership in the performance of specialized and complex technical work in preparing, communicating and defending assessments. Assessors in this classification must demonstrate full working knowledge of two or more fields of assessment, such as residential, non-residential, exemptions, internal audit or policy development.

Assessors will use judgement in seeking specific direction from supervisor; particularly in unusual circumstances or when the corporation may be at risk of significant reductions in assessed values. They will be able to develop procedures and provide feedback to proposed changes to regulations.

COMPETENCIES & TYPICAL DUTIES

Progressive levels of responsibility and complexity of duties will be assigned to incumbents based on the competencies displayed and qualifications held.

A. Prepare Assessments

- A1. Apply mass appraisal theory and techniques to a variety of properties for the purpose of estimating value.
- A2. Apply processes, procedures, and current technology to prepare property assessments, under the direction and guidance of supervisors or senior staff.

B. Communicate

- B1. To represent the corporate interests and branch objectives through effective interpersonal relationships.
- B2. Apply organizational knowledge effectively.

C. Defend

- C1. Explain related legislation, regulations and policies to taxpayers, agents, other professionals.
- C2. Prepare and present evidence at complex quasi-judicial hearings in a manner that demonstrates accepted principles of fairness and equity.

D. Leadership and Professional Development

- D1. Apply personal leadership and growth to improve performance.

D2. Maintain professional codes of conduct and standards of practice.

D3. Demonstrate innovation, creativity, and risk taking.

KNOWLEDGE, ABILITIES AND SKILLS

The knowledge, abilities and skills associated with each level will increase as the incumbent advances, displays and develops the required competencies and attains the necessary qualifications.

- Knowledge of all market approaches to value using mass appraisal techniques
- Knowledge of assessment legislation, principles and procedures for assessing real property
- Ability to compile and present written submissions and oral presentations using the three approaches to value
- Knowledge of the organization and its environment to accomplish work and organizational objectives
- Ability to develop and maintain effective interpersonal relationships to achieve common objectives, goals and results
- Ability to take the necessary steps to enhance knowledge in order to improve personal performance and support development of less experienced staff
- Working knowledge of standard desktop applications and statistical software packages
- Analytical, oral and written communication skills

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Intern

- Undergraduate degree in a related discipline (ex. Commerce, Economics, Statistics)
- Up to one year experience in a mass appraisal environment
- Valid driver's license

Associate

- Undergraduate degree in a related discipline (ex. Commerce, Economics, Statistics)
- Completion of Real Property Assessment Certificate or equivalent
- Two years real estate appraisal experience; one year must be in a mass appraisal environment
- Valid driver's license

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Any one of the following three designations:

- Accredited Municipal Assessor of Alberta (AMAA)
- Certified Assessment Evaluator (CAE)
- Accredited Appraiser Canadian Institute (AACI)
- Undergraduate degree in a related discipline (ex. Commerce, Economics, Statistics)
- Alberta Assessor's Association legislative course requirements
- UBC Certificate in Real Property Assessment, or an equivalent program that includes computer-assisted mass appraisal
- Four years real estate appraisal experience; one year must be in a mass appraisal environment
- Valid driver's license

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21B</u>
Title	Assessor	
Job Code	2244	
Grade	049	
Title	Associate Assessor	
Job Code	2243	
Grade	048	
Title	Assessor Intern	
Job Code	2242	
Grade	047	
Originated:	November 2012 (replaces Assessor I and II)	