

Assessment Technician

(Permanent full time)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Assesses property values, in accordance with Provincial statutes, assessment manuals and guides, by conducting property inspections and identifying and applying property attributes and valuation models.
2. Performs the necessary review and analysis of sold properties and other requests for information, including entering the relevant information in the appropriate system.
3. Prepares and maintains comprehensive field records for sketches, diagrams and other relevant data in a variety of formats.
4. Prepares preliminary property assessment estimates from plans and information received.
5. Prepares and converts assessment data and mapping related to the subdivision and revaluation of subdivided land to determine land assessment.
6. Verifies property data, including ownership and sales information.
7. Assists in responses to public enquiries and/or assessment appeals.
8. Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from a recognized, post-secondary real property assessment program.
- Two years' experience in an assessment appraisal office or related field.
- Eligible for active membership in the Saskatchewan Assessment Appraisers Association.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Ability to establish and maintain effective work relationships with the public and internal and external stakeholders.
- Ability to communicate effectively, orally and in writing.
- Ability to interpret and make decisions in accordance with established policies, procedures and legislation.
- Ability to work in a field environment, including inspecting properties at all stages of construction.
- Ability to process large volumes of data with speed and accuracy.
- Skill in the use of a computer with Microsoft Office suite, computer-assisted mass appraisal system, and other relevant corporate systems including CIS and GIS.

SECURITY REQUIREMENTS:

Acceptable current Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) upon offer of employment.