

Job Title: Assessment Appraiser

Position: Assessment Appraiser

Division: Corporate Financial Services
Department: Corporate Revenue
Term: 1 Permanent Full Time position available.
Closing Date: 09/19/2023
Labour Group: CUPE 59
Posting: 2604

Job Summary

Under supervision of a Senior Assessment Appraiser, this position conducts, communicates and defends appraisals for assessment purposes in accordance with Provincial Statutes and Municipal By-Laws.

Duties & Responsibilities

Typical Duties

- 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.
- Performs the necessary review and analysis of sold properties and other requests for information, including ensuring any necessary follow-up occurs.
- Reviews and analyzes statistical data for all property types to develop valuation parameters, table values, models and rates.
- Prepares and maintains comprehensive field records for sketches, diagrams and other relevant data in a variety of formats.
- Provides estimates of property assessment values to the public and other stakeholders.
- Responds to public, and other, enquiries regarding the assessed value of properties. Conducts analysis and ensures necessary corrections take place, as required.
- Participates in the assessment appeals process, including gathering and presenting evidence to the Board of Revision and the Saskatchewan Municipal Board.
- Performs other related duties as assigned.

Qualifications

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

- Graduation from a post-secondary real property assessment program. Real Property Assessment programs from the University of British Columbia or Lakeland College preferred.
- Possession of License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Successful completion of post-secondary coursework in report writing or demonstrated ability to write reports. Successful completion of a full demonstration appraisal for an appraisal or assessment sanctioning body preferred.
- Five years progressively complex experience in assessment appraisal or a related field.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Considerable knowledge of Municipal, Provincial and Federal legislation and regulations

pertaining to assessments, including relevant case law.

- Demonstrated ability to establish and maintain effective working relationships with the public and internal and external stakeholders, including the Board of Revision and Saskatchewan Municipal Board.
- Demonstrated ability to communicate effectively, orally and in writing, including the ability to prepare and present reports of a technical nature.
- Demonstrated ability to interpret and make decisions in accordance with established policies, procedures and legislation.
- Demonstrated ability to work in a field environment, including inspecting properties at all stages of construction.
- Ability to perform statistical analysis and modelling.
- Ability to process large volumes of data with speed and accuracy, including identification of errors, inconsistencies, and anomalies.
- Skill in the use of a computer with Microsoft Office suite, computer-assisted mass appraisal system, statistical software, and other relevant corporate systems including CIS and GIS.

Requires Security Check

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

Weekly Hours: 36.67

Salary Range: \$77,109.84 to \$85,013.52 CAD **per annum** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit

[Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.