

## Junior Assessor Corporate Services



The City of Swift Current is accepting applications for a Junior Assessor within the Financial Services Department of the Corporate Services Division. This is a permanent full-time out-of-scope position reporting to the City Assessor.

The Junior Assessor is responsible for providing system support, including property valuation, field inspections, property data entry, filing, property records inventory, sales recording, analysis and assessment appeals preparation and advocating in order to complete a wide variety of tasks with the Assessment department.

### Basic Requirements:

- Completion of a certificate or degree in post secondary education related to Public Administration, Business or Assessment Appraisal;
- Successful completion of Year 1 of the Certificate Program in Real Property Assessment through the University of British Columbia or other institution recognized for accreditation;
- Minimum of two (2) years experience related to taxation, assessment, or property services in the municipal field;
- Must have successfully completed training requirements as outlined by the Saskatchewan Assessment Appraiser's Association within specified timeframes;
- Must obtain and maintain membership in the Saskatchewan Assessment Appraiser's Association (SAAA) at the appropriate level;
- Knowledge of Acts, Legislation and Regulations pertaining to Valuation and Property Assessment, assessment and taxation principles, procedures and administration;
- Knowledge of assessment/appraisal software and computer software packages including spreadsheet analysis, word processing, database management and statistical software;
- Ability to establish and maintain effective working relationships with all stakeholders, including staff, elected officials, other government agencies and the general public; and
- Willingness to become Safe Places – AWARE Certified.

The City of Swift Current offers a competitive compensation package including a full employee benefit package.

Please submit a covering letter and resume, including three references, no later than 4:30 p.m. on Wednesday, September 27, 2023 to:

**Human Resources  
City of Swift Current  
P.O. Box 340  
Swift Current, SK S9H 3W1**

**Fax: (306) 778-2194  
Email: [hr@swiftcurrent.ca](mailto:hr@swiftcurrent.ca)**

*We wish to thank all candidates who apply,  
however only those selected for interviews will be contacted.*