



## Municipal Assessment Services Group Inc.

### MASG — Assessor

**Position type:** Full-Time (Permanent)

**Location:** Morinville, Alberta

**Hours:** 37.50 hours/week (Monday–Friday)

**Salary:** Competitive, based on education and related experience

**Posting closes:** Open until filled

MASG is building capacity to support **accurate, equitable, and defensible property assessments** for municipal partners across Alberta. We're looking for an **Assessor** who is interested in learning the assessment cycle end-to-end—field inspections, data verification, valuation support, customer communication, and exposure to assessment review board preparation—while working alongside experienced assessors and mentors.

### Responsibilities

- Support the annual and supplementary assessment cycles by assisting with property inventory maintenance, growth tracking, permit follow-up, and data quality checks.
- Conduct field inspections of property to collect, verify, and update characteristics (including new construction, additions, and changes in use).
- Enter and maintain assessment data in a Computer Assisted Mass Appraisal (CAMA) environment and related systems; maintain accurate records and supporting documentation.
- Assist with valuation work using the three recognized approaches to value.
- Support market/sales verification activities, including research and validation of sales and property information.
- Provide professional, tactful customer service by responding to taxpayer/agent inquiries and explaining assessment concepts in plain language.
- Assist with complaint/appeal support compiling information, organizing evidence, and learning hearing preparation practices.
- Work in alignment with Alberta legislation and standards governing property assessment (including confidentiality and information handling expectations).
- Follow MASG safety practices for field work, including working outdoors and around active construction sites.

### Qualifications

#### Education:

- Completion of a two-year post-secondary diploma or degree in property assessment/appraisal, urban land economics, real estate, business/economics, or a related discipline **OR** currently enrolled and progressing toward completion.
- **AMAA, AACI, CAE, or equivalent.**

#### Technical basics:

- Comfortable working with Microsoft Office (especially Excel) and learning new systems/software in a structured environment.

#### Field readiness:

- Access to a reliable personal vehicle for business-related field work and travel to inspections.
- Valid Class 5 driver's license and ability to provide an acceptable driver's abstract.



## **Municipal Assessment Services Group Inc.**

- Ability to conduct site inspections and work outdoors in varying weather conditions.

### **Communication:**

- Clear, professional written and verbal communication; confidence to speak with the public and internal stakeholders respectfully and calmly.

### **Reliability & organization:**

- Strong attention to detail, sound judgment, and ability to meet deadlines in a cycle-driven environment.

### **Assets**

- Experience with CAMA systems (e.g., CAMALot, Govern, or similar), GIS, or cost manuals/data tools.
- Prior experience in property assessment, appraisal, real estate, construction, municipal operations, or customer-facing roles.

### **Conditions of employment**

- Ability to travel to client municipalities and job sites as required (day travel; occasional extended travel depending on assignment).

### **Benefits**

MASG offers a competitive total compensation package, including:

- Competitive retirement and health benefits
- Comprehensive travel compensation, including mileage, meal allowances, and reimbursement for the cost of adding business insurance to your vehicle.
- Structured mentoring with intermediate and senior assessors—practical learning during live assessment cycles.
- Professional development support (role-dependent): training time, education assistance, and guidance toward recognized assessment credentials.
- A collaborative team environment focused on quality, fairness, and defensibility of assessments.
- Diverse work across property types and communities—excellent experience-building for a long-term assessment career.

### **How to apply**

Please submit:

1. Resume, and
2. Cover letter

Email: [HR@MASG.ca](mailto:HR@MASG.ca)

Subject line: **MASG – Assessor Posting [Your full name]**

This posting will remain open until a suitable candidate is found. We thank all applicants; only those selected for an interview will be contacted.

### **Equity, inclusion, and accommodation**

MASG is committed to an inclusive workplace. We welcome applications from all qualified candidates and will provide reasonable accommodations during the recruitment process upon request.