



Municipal Assessment Agency  
St. John's | Gander | Corner Brook |  
Phone: 1-877-777-2807  
www.maa.ca

## Residential Assessor

### Public Opportunity/Temporary/Full Time

The Municipal Assessment Agency is required to provide municipalities with real property values (or assessments) in accordance with the terms and conditions of the province's *Assessment Act, 2006*. We are responsible for providing a fair and effective property assessment service to 233 municipalities within Newfoundland & Labrador.

**Location:** St. John's

### Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, leave benefits, a continuous learning environment, employee & family assistance program, and challenging work.

### The Role

The Valuation Services Division of the Municipal Assessment Agency is offering a great opportunity for a **Residential Assessor**. The successful candidate will ensure accurate valuation of property and outstanding customer service to our clients throughout Newfoundland & Labrador.

### Key Responsibilities:

- Analysis market data and assign value to all properties in a portfolio of real property including but not limited to residential and undeveloped properties.
- Collaborate with field staff to set priorities and ensure timelines are met.
- Ensure the quality of the valuation and equity of assessment through application of accepted methods and performance of prescribed quality control functions (i.e. ratio studies, equalization process, etc.).
- Review property data and inspect properties in support of the appeal process.
- Represent the agency at tribunal hearings and appears as a witness in Supreme Court to provide evidence for verification of data and valuation.
- Conduct market research on all real property in order to keep abreast of market trends within any region.
- Investigate property transactions to determine and verify consideration, influences on price, and qualification as an open market transaction.
- Provide opinions and estimates of condition, age, and functionality of improvements using a review of maps, deeds and surveys. Determine and record ownership, boundary, dimensional, topographical, and location details.
- Verify legal descriptions of properties by comparing them to current assessment records.
- Confirm building codes and zoning by-laws in order to determine any effects on the property being appraised. Interview individuals' familiar with the property as required.
- Provide valuations and consulting services outside the assessment function to municipalities in the

form of letter of opinion or brief narrative work.

**Qualifications:**

- A diploma in appraisal/assessment or related field (Equivalencies may be considered)
- Must possess one of the following accreditations/designations:
  - Accredited Appraiser (A.A.C.I.) or Certified Residential Appraiser (C.R.A.) of the Appraisal Institute of Canada
  - Certified Assessment Evaluator of the International Association of Assessing Officers (C.A.E.)
  - Residential Evaluation Specialist (R.E.S.)
  - Designated Appraiser Residential (D.A.R.) through the Canadian National Association of Real Estate Appraisers
  - Member Institute of Municipal Assessors (M.I.M.A.) or Associate Member Institute of Municipal Assessors (A.I.M.A.) through the Institute of Municipal Assessors
- Must be eligible for membership in the International Association of Assessing Officers, Institute of Municipal Assessors or the Appraisal Institute of Canada
- Experience in the real estate valuation field
- Experience working with Microsoft Office (Excel, Word, Outlook)
- Experience with iasWorld or similar property assessment software (asset)
- Experience in a CAMA environment (asset)

In addition, you will demonstrate:

- Knowledge of real property assessment practices
- Knowledge of the Assessment Act
- Proficiency with Microsoft Office applications
- Proficiency with property assessment software (asset)
- Knowledge of computer assisted mass appraisal (asset)
- Communication skills, both verbal and written
- The ability to manage time and work collaboratively with various teams
- Be self-motivated and possess problem solving skill
- Leadership skills and be client focused
- Analytical skills with an attention to detail

**Conditions of Employment:** Valid class 5 NL Driver's Licence

**Salary:** CG 34 (\$55,601 - \$61,934) as per NAPE Collective Agreement

**Closing Date:** Open Until Filled

**Applications, quoting reference MAA.RA.02.2023, should be submitted to [careers@maa.ca](mailto:careers@maa.ca).**

Applicant Information:

- For additional information on this job opportunity please contact Stephen Wheeler at 709-330-0855.
- An equivalent combination of experience and training may be considered.
- It is the responsibility of the applicant to submit an application that demonstrates the requirements.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill more than one (1) position.
- Applicants must be legally entitled to work in Canada.