



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

Field Assessor

Internal Opportunity / Permanent

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 over 233 municipalities within Newfoundland & Labrador.

Location: Clarenville, NL (Sub Office)

Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing employees with training and overall professional growth. We provide great rewards including, but not limited to, comprehensive health benefits, flexible working arrangements, leave benefits, travel cost reimbursements (as per NL Government policies), a continuous learning environment, employee & family assistance program, and challenging work.

The Role:

The Valuation Services Division of the Municipal Assessment Agency is hiring a **Field Assessor**.

Reporting to the Manager of Assessment Operations, the successful candidate will ensure accurate collection of data associated with the real property valuation process. The candidate will provide outstanding customer service to our clients throughout Newfoundland & Labrador.

Key Responsibilities:

- Collect and document all types of data (i.e. surveys, building plans, blue prints, measurements of areas and locations, etc.)
- Record data on all types of real property including undeveloped, residential, commercial, industrial, and institutional properties.
- Perform site visits with property owners to complete inspections and respond to inquiries from the public.
- Assign prescribed classifications to property improvements, review details of real property transactions with vendors and purchasers, collect details on covenants and leases with lessees and lessors, and review existing property data to ascertain accuracy.
- Collaborate with stakeholders including assessment staff, municipal and provincial government officials, and the general public.
- Daily activities will be performed with a minimum of direct supervision.

Screening Criteria:

- High School Diploma supplemented by related training and/or post-secondary education in appraisal/assessment or related field (equivalencies may be considered)
- Experience in the real estate, construction or valuation field (asset)
- Achieved or working towards an assessment related professional designation (asset)

Assessment Criteria:

- Knowledge of the Assessment Act and real property data collection practices
- Basic measurement and mathematical skills
- Proficiency with information management applications
- Ability to read and understand legal documents, surveys, subdivision/building plans
- Organization skills
- Ability to communicate effectively
- Conflict resolution
- Ability to work in a team
- Client service orientation
- Ability to work independently

Conditions of Offer:

- Proof of valid class 5 NL Driver's Licence
- Driver's abstract satisfactory to the employer
- Criminal Record Check from local police satisfactory to the employer

Conditions of Acceptance:

- Willing to accept day travel (significant)
- Willing to accept overnight travel (occasional)
- Willing to accept overtime (occasional)
- Acknowledges requirement for performing work outside
- Acknowledges requirement for use of a private vehicle (with business insurance)

Salary: CG27 (\$45,464 - \$50,287 annually/ \$24.98 - \$27.63 per hour) as per NAPE Collective Agreement and based on thirty-five (35) hours per week

Closing Date: February 7, 2024

Applications, quoting reference **MAA.FA.04.2024**, must be submitted to careers@maa.ca.

- For additional information on this job opportunity please contact Human Resources 709-682-0398.
- An equivalent combination of experience and training may be considered.
- This is a NAPE GS bargaining unit position and as per the Collective Agreement, applicants internal to the bargaining unit will be considered prior to other candidates.
- 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.
- Applicants must be legally entitled to work in Canada.
- This job competition may be used to fill similar positions in the future.