



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

Residential Assessor I

Internal Opportunity/Temporary/Full Time

Two (2) positions (Approximately one (1) year)

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 235 municipalities within Newfoundland and Labrador.

Location: Regional Offices [One (1) position - St. John's, NL (Eastern) and one (1) position - Gander, NL (Central)]

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 and family assistance program, and challenging work.

The Role

The Valuation Services Division of the Municipal Assessment Agency ensures accurate valuation of property while providing outstanding customer service to our clients throughout Newfoundland and Labrador. The Residential Assessor I role provides support for both the field and residential assessment process.

Key Responsibilities:

- Record data on all types of real property including undeveloped, residential, commercial, industrial, and institutional properties.
- Perform site visits to complete property 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.
- Collect and document all types of data (i.e. surveys, building plans, blue prints, measurements of areas and locations, etc.)
- Review property data and inspect properties in support of the appeal process.
- 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.

Qualifications:

- A post-secondary diploma or certificate in appraisal/assessment or related field (equivalencies may be considered)
- Must be working towards the completion of one of the following accreditations/designations:
 - Accredited Appraiser Canadian Institute (AACI) or Certified Residential Appraiser (CRA) of the Appraisal Institute of Canada

- Certified Assessment Evaluator (CAE) of the International Association of Assessing Officers
- Residential Evaluation Specialist (RES)
- Designated Appraiser Residential (DAR) through the Canadian National Association of Real Estate Appraisers
- Associate Member Institute of Municipal Assessors (AIMA) 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 Appraisal/Assessment 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, 2006
- 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 skills
- Leadership skills and be client focused
- Analytical skills with an attention to detail

Conditions of Employment:

- Valid class 5 NL Driver's Licence
- A reliable private vehicle for business use
- Business insurance for the vehicle
- A driver's abstract satisfactory to the employer
- A certificate of conduct satisfactory to the employer

Salary: CG 29 (\$48,302 - \$53,653) as per NAPE Collective Agreement
(35 hours per week)

Closing Date: **February 1, 2024**

Applications, quoting reference MAA.RAI.03.2024, must be submitted to careers@maa.ca.

Applicant Information:

- For additional information on this job opportunity, please contact Human Resources at 709-682-0398.
- 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.
- 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 job competition may be used to fill similar positions in the future.
- Applicants must be legally entitled to work in Canada.