



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

## **Clerk Typist III (Administrative Clerk)**

**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 236 municipalities within Newfoundland & Labrador.

**Location:** St. John's, Newfoundland and Labrador

### **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, a continuous learning environment, employee & family assistance program, and challenging work.

### **The Role**

The Corporate Services Division of the Municipal Assessment Agency is currently seeking a **Clerk Typist III (Administrative Clerk)**. Reporting to the Director, Corporate Services, the successful candidate will provide outstanding customer service to our clients throughout Newfoundland & Labrador.

### **Key Responsibilities:**

- Provide excellent customer service to visitors of the office and responding to phone inquiries
- Collaborate with clients to ensure property information is accurate
- Researching and retrieving deeds from CADO (Companies and Deeds Online) based on requests from clients
- Setting up new properties, revising, and adding new data into the database based on information received from assessors
- Preparing field documents and assigning work through a cloud based online system
- Logging and distributing incoming correspondence according to established procedures
- Composing and typing a variety of correspondence and updating logs, as required
- Ensure office supplies are maintained and manage incoming and outgoing mail
- General filing and performing other related duties as required
- Assist managers with projects and other administrative duties as required

### **Screening Criteria:**

- High School Diploma or equivalent
- Diploma in Office Administration or related discipline
- Experience in general office administration and maintaining data accurately through database software

- Advanced knowledge of Microsoft software i.e. Excel, Word etc.
- Knowledge of assessment procedures and terminology, including the ability to read and interpret surveys and legal descriptions (asset)
- Knowledge of iasWorld software or similar database (asset)

**Assessment Criteria:**

- Knowledge of office administration practices
- Proficiency with information management and database applications
- Advanced skills with MS office applications
- Ability to communicate effectively
- Ability to work independently
- Ability to record information accurately
- Ability to manage time and tasks
- Relationship building
- Attention to detail

**Salary:** CG-26 (\$44,662.80-\$49,431.20) as per NAPE Collective Agreement and based on 35 hours per week

**Closing Date:** August 9, 2024

**Applications, quoting reference MAA.CTIII.11.2024, should be submitted to [careers@maa.ca](mailto:careers@maa.ca)**

**Applicant Information:**

- For additional information on this job opportunity, please contact Human Resources at 709-330-0855 or [careers@maa.ca](mailto:careers@maa.ca).
- 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.