



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 235 municipalities within Newfoundland & Labrador.

Location: Clarenville, NL

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, blueprints, 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
- Customer service skills
- 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: CG-27 (\$46,373.60 - \$51,287.60 annually) based on thirty-five (35) hours per week.

Closing Date: January 15, 2025

Applications, quoting reference **MAA.FA.02.2025**, must be submitted to careers@maa.ca.

Applicant Information:

- For additional information on this job opportunity, please contact Human Resources at 709-682-0398.
- Disability related accommodations and alternate formats are available upon request.
- 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.
- Applicants must be legally entitled to work in Canada.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- This competition may be used to fill similar vacancies with the Municipal Assessment Agency Inc.