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

Residential Assessor I

Temporary Position / 35 Hours per Week / Internal Opportunity

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 240 municipalities within Newfoundland and Labrador.

LOCATION: Any Regional Office (St. John's, Gander or Corner Brook), Newfoundland and Labrador

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, pension and leave benefits, learning and development opportunities, an employee & family assistance program, and challenging work.

THE ROLE

The Valuation Services Division of the Municipal Assessment Agency is currently seeking a **Residential Assessor I**. This position provides support for field and residential assessment operations and delivers customer service through the timely and effective handling of property owner inquiries.

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.

SCREENING CRITERIA:

1. Completion of a diploma in appraisal, assessment, or a related field (equivalencies will be considered)
2. Must be working towards the completion of one of the following accreditations/designations:
    - Accredited Appraiser or Certified Residential Appraiser of the Appraisal Institute of Canada, (A.A.C.I. or C.R.A)
    - Certified Assessment Evaluator of the International Association of Assessing Officers (C.A.E.)

- Residential Evaluation Specialist (R.E.S)
- Associate or Accredited (M.I.M.A. or A.I.M.A) designation through the Institute of Municipal Assessors

3. Eligible for membership in the International Association of Assessing Officers, Institute of Municipal Assessors, or the Appraisal Institute of Canada
4. Experience in real estate valuation
5. Experience using computer software (i.e. Microsoft Excel & Word, databases, etc.)
6. Experience with related legislation (i.e. *Assessment Act, 2006*) (asset)
7. Experience with iasWorld or similar software (asset)
8. Experience in a Computer-Assisted Mass Appraisal (CAMA) environment (asset)

ASSESSMENT CRITERIA:

1. Knowledge of real property assessment practices
2. Knowledge of related legislation (asset)
3. Proficiency with related computer programs and software
4. Ability to effectively exchange information
5. Ability to independently manage time and tasks
6. Ability to establish and maintain effective working relationships
7. Problem-solving skills
8. Analytical skills with attention to detail
9. Client service orientation

CONDITIONS OF EMPLOYMENT

CONDITIONS OF OFFER:

1. Valid class 5 NL Driver's Licence
2. Driver's abstract satisfactory to the employer
3. Certificate of conduct satisfactory to the employer

CONDITIONS OF ACCEPTANCE:

1. Use of private vehicle with business insurance
2. Willing to accept day travel and overnight travel (occasional)

SALARY: CG-29 ($50,250 - $55,819 per annum) as per the NAPE Collective Agreement

CLOSING DATE: Tuesday, November 10, 2026

Applications, quoting reference **MAA.RAI.16.2026**, must be submitted to careers@maa.ca.

APPLICANT INFORMATION

For additional information on this job opportunity, please contact Human Resources at 709-330- 0855 or careers@maa.ca

- The Municipal Assessment Agency values inclusion, diversity, equity and accessibility, and a workplace culture that benefits from varying ideas and lived experiences.
- We are committed to providing an inclusive recruitment process with a focus on removing barriers. For common potential accommodations and adjustments during the recruitment process, contact careers@maa.ca or 709-330-0855. Accommodation information will be kept confidential.
- It is the responsibility of the applicant to submit an application that demonstrates the required screening criteria outlined in the job posting.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Preference will be given to applicants who are a Canadian citizen or permanent resident of Canada or those who are legally entitled to work in Canada.