



Municipal
Assessment
Agency Inc.

Public Employment Opportunity

Field Assessor **Permanent Position** **Happy Valley- Goose Bay, NL**

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 220 municipalities.

Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing their employees with training and overall professional growth. We provide our employees with great rewards including, but not limited to:

- Comprehensive health benefits
- Flexible working arrangements
- Leave benefits
- Employee training & development opportunities
- Continuous learning environment
- Travel cost reimbursement as per the Government of Newfoundland and Labrador policies
- Employee & family assistance program
- Challenging and interesting work

The Role:

The Field & Data Division of the Municipal Assessment Agency is offering great opportunities for a **Field Assessor**. The successful candidate will collect critical data throughout the Labrador area for the purpose of real property assessment.

Key Responsibilities:

- Collection and recording of all types of data (i.e. surveys, building plans, blue prints, measurements of areas and locations, etc.)
- Meetings/site visits with property owners to complete inspections/ investigates/researches/records property sales information, and responds to inquiries from the public.
- Operating under the authority of the Assessment Act, this position collects and records data on all types of real property including undeveloped, residential, commercial, industrial, and institutional properties.

- Update assessment records by physically inspecting, measuring and photographing structures and land.
- Exercise judgement while gathering property data and converting the data into meaningful information for the purpose of assessment.
- Retrieve or gather information from sources such as municipal clients, GIS maps, drawings, etc.
- Calculate required measurements and other data to ensure accuracy of the assessment record.
- Organize and schedule your work in the most efficient manner.
- Collaborate with other assessment staff to ensure information is gathered within the required time limits.

Qualifications:

- High School Diploma or equivalent and related training and/or a certificate/diploma in appraisal/assessment or other related fields is required.
- Experience in any of the following fields would be required; Property Assessment, Appraisal, Real Estate, Data Collection, Engineer Technology or Construction
- Must have basic measurement and mathematical skills.
- Knowledge of office software (Excel, Word etc.) is required.
- The ability to read and understand legal documents and interpret surveys, subdivision plans and building plans is required.
- Must demonstrate strong interpersonal and time management skills, sound professional judgment, and the ability to work independently.
- Equivalencies will be considered.

Conditions of Employment:

- Proof of valid class 5 driver's licence
- Use of a reliable private vehicle for work purposes
- Willing to accept travel requirements

Salary: CG 27(\$23.07-\$25.53 per hour) as per NAPE Collective Agreement

Allowances: Labrador Allowance with dependent = \$5,878, without dependent = \$2,939.
 Travel Allowance for dependent = \$702, for employee = \$911.
 Further information:
https://www.exec.gov.nl.ca/exec/hrs/working_with_us/labrador_benefits.html

Closing Date: Open until filled

Applications, quoting reference MAAI.FA.WRO.07.2019, should be submitted to:

By email: careers@maa.ca

By mail: Municipal Assessment Agency
75 O'Leary Avenue
St. John's, NL A1B 2C9

By fax: 709-724-1529

Applicant Information:

- For additional information on this job opportunity please contact Kelly Smith at 709-724-1535.
- 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.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies with the Government of Newfoundland and Labrador.
- Applicants must be legally entitled to work in Canada.