



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

## Field Assessor

External Opportunity

**Temporary (One (1) year position) – Two (2) positions available**

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 more than 235 municipalities within Newfoundland & Labrador.

**Location:** Eastern Regional Office (St. John's, NL)

### Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing employees with training and overall professional growth. Employees may be eligible for reimbursement for training that supports career advancement, including full certification in designated fields (subject to employment terms). We also offer a variety of flexible work arrangements, including options to work a compressed schedule to support work-life balance. Additionally, we provide comprehensive health benefits, leave benefits, travel cost reimbursements (as per NL Government policies), an 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 assessment staff, municipal and provincial government officials, and the 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 (\$25.99 - \$28.74 per hour) based on thirty-five (35) hours per week.

**Closing Date:** Open until filled

Applications, quoting reference **MAA.FA.09.2025**, must 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
- 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.