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

Residential Assessor

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**. The successful candidate will ensure accurate valuation of property and outstanding customer service to our clients throughout Newfoundland and Labrador.

KEY RESPONSIBILITIES:

- Analyse market data and assign value to all properties in a portfolio of real property including, but not limited to, residential and undeveloped properties.
- Collaborate with field staff to set priorities and ensure timelines are met.
- Ensure the quality of the valuation and equity of assessment through application of accepted methods and performance of prescribed quality control functions (i.e. ratio studies, equalization process, etc.).
- Review property data and inspect properties in support of the appeal process.
- Represent the Agency at tribunal hearings and appear as a witness in Supreme Court to provide evidence for verification of data and valuation.
- Conduct market research on all real property in order to keep abreast of market trends within any region.
- Investigate property transactions to determine and verify consideration, influences on price, and qualification as an open market transaction.
- 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.
- Confirm building codes and zoning by-laws in order to determine any effects on the property being appraised. Interview individuals familiar with the property as required.
- Provide valuation and consulting services outside the assessment function to municipalities in the form of letters of opinion or brief narrative work.

SCREENING CRITERIA:

1. Completion of a diploma in appraisal, assessment, or a related field (equivalencies will be considered)
2. Certification or designation in good standing in one of the following:
    - 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

SALARY: CG-34 ($59,004 - $65,720 per annum) as per the NAPE Collective Agreement. Effective September 1, 2026 until August 31, 2027, a market adjustment of $12,700 as per the Market Adjustment Policy will be in effect.

CLOSING DATE: Tuesday, November 10, 2026

Applications, quoting reference **MAA.RA.17.2026**, 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.