



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

Clerk Typist III (Administrative Clerk)

Internal Opportunity / Temporary / Full Time

Approximately Six (6) Months

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 240 municipalities within Newfoundland & Labrador.

Location: Eastern Regional Office, St. John's, Newfoundland and Labrador

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, a continuous learning environment, employee & family assistance program, and challenging work.

The Role

The Corporate Services Division of the Municipal Assessment Agency is currently seeking a **Clerk Typist III (Administrative Clerk)**. Reporting to the Director, Corporate Services, the successful candidate will provide outstanding customer service to our clients throughout Newfoundland & Labrador.

Key Responsibilities:

- Provide excellent customer service to visitors of the office and responding to phone inquiries
- Collaborate with clients to ensure property information is accurate
- Researching and retrieving deeds from CADO (Companies and Deeds Online) based on requests from clients
- Setting up new properties, revising, and adding new data into the database based on information received from assessors
- Preparing field documents and assigning work through a cloud based online system
- Logging and distributing incoming correspondence according to established procedures
- Composing and typing a variety of correspondence and updating logs, as required
- Ensure office supplies are maintained and manage incoming and outgoing mail
- General filing and performing other related duties as required
- Assist managers with projects and other administrative duties as required

Screening Criteria:

- High School Diploma or equivalent
- Diploma in Office Administration or related discipline
- Experience in office administration and maintaining data accurately through database software

- Advanced knowledge of Microsoft software i.e. Excel, Word etc.
- Knowledge of assessment procedures and terminology, including the ability to read and interpret surveys and legal descriptions (asset)
- Knowledge of iasWorld software or similar (asset)

Assessment Criteria:

- Knowledge of office administration practices
- Proficiency with information management and database applications
- Advanced skills with MS office applications
- Front-line customer service skills
- Ability to communicate effectively
- Team collaboration skills
- Ability to manage time and tasks
- Attention to detail

Salary: CG-26 (\$45,554.60-\$50,414.00) as per NAPE Collective Agreement and based on 35 hours per week

Closing Date: August 7, 2026

Applications, quoting reference MAA.CTIII.10.2026, should be submitted to careers@maa.ca

Applicant Information:

- For additional information on this job opportunity please contact Human Resources at careers@maa.ca or 709-682-0398.
- The Municipal Assessment Agency values inclusion, diversity, equity and accessibility, and a workplace culture that benefits from varying ideas and lived experiences.
- Accommodations and alternate assessment formats are available upon request at any stage of the recruitment process by contacting careers@maa.ca.
- 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. 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.
- This competition may be used to fill future similar vacancies with the Municipal Assessment Agency.