



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

Commercial Assessor

Public / Permanent / Full Time

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 236 municipalities within Newfoundland & Labrador.

Location: Any Regional Office (St. John's, Gander, or Corner Brook)

Why join the Municipal Assessment Agency?

The Municipal Assessment Agency is committed to providing its 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 Valuation Services Division of the Municipal Assessment Agency is offering a great opportunity for a **Commercial Assessor**. The successful candidate will ensure accurate valuation of property and outstanding customer service to our clients throughout Newfoundland & Labrador.

Key Responsibilities:

- Analyse market data and assign value to all properties in a portfolio of real property including but not limited to commercial, industrial, institutional, and resource-based properties.
- Collaborate with field employees 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 real property in order to keep abreast of market trends within regions.
- 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 to determine any effects on the appraised property.
- Interview individuals familiar with the property as required.
- Provide valuation and consulting services outside the assessment function to municipalities in the form of a letter of opinion or brief narrative work.

Screening Criteria:

- Completion of a diploma/degree in appraisal/assessment or related field is required (equivalencies may be considered).
- Must possess one of the following certifications/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), and Associate or Accredited (M.I.M.A. or A.I.M.A) designation through the Institute of Municipal Assessors.
- Must be eligible for membership in the International Association of Assessing Officers, Institute of Municipal Assessors, or the Appraisal Institute of Canada.
- Experience in real estate valuation is required, including experience in commercial, industrial, institutional or resource-based properties.
- Proficient in the use of related computer software (i.e. Microsoft Excel & Word, database) is required.
- Knowledge of the *Assessment Act, 2006* is required.
- Knowledge of IASW or similar software (asset).
- Experience in a CAMA environment (asset).

Assessment Criteria:

- Communication skills, both verbal and written.
- The ability to manage time and work collaboratively with various teams.
- Be self-motivated and possess problem-solving skills.
- Leadership skills and be client-focused.
- Analytical skills with an attention to detail.

Conditions of Employment: Valid class 5 NL Driver's Licence

Salary: CG37 (\$64,464.40 - \$72,035.60) as per NAPE Collective Agreement

Closing Date: Open until filled

Applications, quoting reference MAA.CA.12.2024, should 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.
- An equivalent combination of experience and training may be considered.
- 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.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- Applicants must be legally entitled to work in Canada.
- This job competition may be used to fill similar positions in the future.