



Municipal  
Assessment  
Agency Inc.

**Public  
Employment Opportunity**

**PROPERTY DATA COLLECTOR  
TEMPORARY  
Central Regional Office**

**Location:** Central Regional Office, Gander, NL

The Municipal Assessment Agency is currently recruiting for a Property Data Collector to join our team. This role collects and ensures accuracy of critical data to support the assessment of properties for our clients. The role will be approximately four (4) months in duration.

Operating under the authority of the *Assessment Act*, this position involves technical collection of property details of residential buildings and land, including dimensions of land and buildings, construction details of improvements, condition of land and improvements, and other details which may affect value; Review of the details of real property transactions with vendors and purchasers as well as the review of existing property data to ascertain its accuracy. Work assignments are comprised of scheduled data maintenance programs and specific ad hoc assignments. Significant interaction with a variety of stakeholders including assessment staff, government and municipal officials, and the general public will be required. Day to day activities are performed with minimum supervision.

**Qualifications:**

- High School Diploma
- Some post- secondary training in appraisal/assessment or a related field
- Experience in any of the following fields is an asset; Property Assessment, Appraisal, Real Estate or Construction
- Knowledge of office software (Excel, Word etc.) is required
- A valid driver's licence and access to a reliable vehicle is required
- Must demonstrate strong interpersonal and time management skills, sound professional judgment, and the ability to work independently
- Travel within the region is required
- Equivalencies will be considered

**Salary:** \$37,692.20 - \$41,514.20 (CG-24)

**Competition Number:** MAAI.PDC(T).08.2018

**Closing Date:** July 17, 2018

**Information for Applicants:**

- Your résumé must clearly demonstrate how you meet the required qualifications as stated in the job ad and must contain your current mailing address, contact number and e-mail if applicable.

**If e-mailing resume, please state competition number in subject line. Applications should be forwarded to:**

Manager of Human Resources  
Municipal Assessment Agency Inc.  
75 O'Leary Ave.  
St. John's, NL A1B 2C9

Phone: 724-1535 Fax: 724-1529 E-Mail: kellysmith@maa.ca

**July 10, 2018**

**Municipal Assessment Agency**