



Municipal
Assessment
Agency Inc.

**Public
Employment Opportunity**

**FIELD ASSESSOR
(Temporary- Approximately one (1) year)**

Location: Marystown, Newfoundland and Labrador

The Field Assessor is responsible for the field data collection associated with the real property valuation process for the Municipal Assessment Agency.

Duties typically include: collection and recording of all types of data (i.e. surveys, building plans, blue prints, measurements of areas and locations, etc.), meetings/site visits with property owners to complete inspections/investigates/researches/records property sales information, and responds to enquiries from the public. Operating under the authority of the Assessment Act, this position collects and records data on all types of real property including undeveloped, residential, commercial, industrial, and institutional properties.

A Field Assessor will assign prescribed classifications to improvements, review details of real property transactions with vendors and/or purchasers, collect details on covenants and leases with lessees and/or lessors, and review existing property data to ensure data accuracy. This position requires significant interaction with stakeholders including assessment staff, municipal and provincial government officials, and the general public. Daily activities are performed with a minimum direct supervision.

Qualifications: Graduation from high school supplemented by related training and/or a certificate/diploma in appraisal/assessment or a related field. Knowledge of the Assessment Act and real property data collection practices are required. Knowledge of office software i.e. Excel, Word etc. is required. Experience in the real estate, construction or valuation field is preferred. Candidates must possess strong interpersonal, communication and time management skills. Sound professional judgment and the ability to work independently are required. Equivalencies will be considered.

Candidates must have a valid Class 5 driver's licence with a reliable vehicle to be used for work purposes.

Salary: \$41,987.40 - \$46,464.60 (CG-27)

Competition Number: MAAI.FA(T).10.2018

Closing Date: September 18, 2018

Information for Applicants: This competition is open to employees of the Public Service including those on lay-off status, but does not include students. Please apply by email to careers@maa.ca stating the competition number in subject line. Your resume 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. For further information, please contact:

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: careers@maa.ca

September 10, 2018

Municipal Assessment Agency