



Municipal
Assessment
Agency Inc.

Internal Employment Opportunity

FIELD ASSESSOR
One (1) Temporary Position
(Approximately five (5) months)

Location: Central Region Sub Office, Gander, Newfoundland and Labrador

The Field Assessor is responsible for the field collection work 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 purchasers, collect details on covenants and leases with lessees and lessors, and review existing property data to ascertain 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 of direct supervision.

Qualifications:

- Graduation from high school supplemented by related training and/or certificate/diploma in appraisal/assessment or a related field.
- Knowledge of the Assessment Act and real property data collection practices is required.
- Basic measurement and mathematical skills is required.
- The ability to read and understand legal documents and interpret surveys, subdivision plans and building plans is 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 is required.
- Equivalencies will be considered.

Condition of Employment: Valid Class 5 driver's licence and a reliable vehicle with appropriate business insurance.

Salary: \$41,987.40 - \$46,464.60 (CG-27) based on seventy (70) hours biweekly

Competition Number: MAAI.FA.CRO.19.2019

Closing Date: December 2, 2019

Information for Applicants:

Municipal Assessment Agency Inc.
75 O'Leary Avenue
St. John's, NL A1B 2C9

Phone: 724-1535

Fax: 724-1529

E-Mail: careers@maa.ca

Applicant Information:

- For additional information on this job opportunity, please contact Kelly Smith at 709-724-1535.
- 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.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- This competition may be used to fill future similar vacancies with the Municipal Assessment Agency.