

Manitoba Government Job Opportunities

Assessment Officer

AS3 Assessment Officer 3

Regular/full-time

Municipal Relations

Assessment Services Branch, Provincial Municipal Support Services

Various locations throughout rural MB and various locations throughout northern MB

Advertisement Number: 34752

Salary(s): AS3 \$52,994.00 - \$63,472.00 per year Plus Remoteness Allowance, if applicable.

Closing Date: June 3, 2019

The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities.

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions throughout the province, including Swan River, Minnedosa, Dauphin, Souris, Selkirk, Steinbach, Thompson, Brandon, Morden and Portage la Prairie and will remain in effect for 12 months.

Introduction

Are you interested in a challenging career that combines office work, the outdoors and travel? Do you have a background or interest in real estate, agriculture, land survey systems, geographic information systems, building construction or municipal government and enjoy meeting and interacting with people? Are you looking for a position that provides excellent career advancement potential, on-the-job training and financial support for required educational programs? A career as an Assessment Officer may be for you! Manitoba Municipal Relations Government is looking for motivated individuals to join our Property Assessment Team!

The Government of Manitoba offers a comprehensive benefit package which include paid vacation, extended health, health spending, dental, drug, vision, long term disability, supportive employment program, maternity and parental leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers).

Applicants who do not satisfy the essential requirement of the full working level Assessment Officer 3 (AS3), may be considered for opportunities through competition # 34746 for Assessment Officer 2 (AS2) positions, at a commensurate rate of pay. The full advertisement for the AS2 can be viewed on the Government of Manitoba Job Opportunities Website, at [AD#34746-AS2](#)

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must possess and maintain a valid full stage Manitoba Class 5 Driver's License
- Must be willing and able to travel extensively throughout the Assessment District with occasional overnight stays
- Must be able to provide a satisfactory Criminal Records Check at time of interview.
- Must be willing and able to work overtime as required

Qualifications:

Essential:

- Completion of the Certificate in Real Property Assessment with experience in the complete annual assessment cycle. Completion of the Canadian Residential Appraiser (CRA) or a Residential Evaluation Specialist (RES) with experience in the complete annual assessment cycle may be considered as an equivalent combination of education and experience
- Experience valuing and/or inspecting a wide range of residential, farm and/or small to medium sized commercial buildings
- Experience verifying real estate sales
- Experience working in a team environment with the ability to build and maintain strong working relationships with co-workers and clients
- Knowledge of legislation, policies and procedures related to property assessment
- Experience preparing and presenting evidence at assessment appeal hearings
- Strong verbal communication skills including the ability to respond to customer/client inquiries
- Effective written communication skills including the ability to present ideas and information clearly and concisely
- Strong organizational skills including the ability to work under pressure to meet strict deadlines
- Ability to work independently with minimal supervision
- Strong problem solving and decision making skills
- Proficient with the use of Microsoft Office (Word, Excel, Outlook) or other equivalent software packages, and data management systems

Duties:

This position inspects residential, farm and commercial property to record characteristics for valuation, classification and assignment of liability to taxation. The incumbent is responsible for updating property and ownership characteristics using Mass Appraisal Software and determines value, class and liability. This position is also responsible for communicating assessment information to the public and municipal councils and staff; defending assessments at Board of Revision hearings, and may defend assessments at Municipal Board hearings under supervision.

Apply Now:

Advertisement # 34752
Service Centre 2
Human Resource Services
360-1395 Ellice Avenue
Winnipeg, MB, R3G 3P2
Phone: 204-945-3001
Fax: 204-948-2841
Email: govjobs@gov.mb.ca

Please be advised that job competitions may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

People. Purpose. Progress.

manitoba.ca/govjobs



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Manitoba Civil Service Commission, 935 - 155 Carlton Street, Winnipeg, MB R3C 3H8 (204) 945-2332