

Manitoba Government Job Opportunities

**Assessment Officer
AS2 Assessment Officer 2**

Regular/full-time

Municipal Relations

Assessment Services, Provincial Municipal Support Services
Steinbach MB

Advertisement Number: 36920

Salary(s): AS2 \$45,618.00 - \$53,959.00 per year

Closing Date: January 31, 2021

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to visible minorities and persons with disabilities. Applicants are requested to self-declare at the time of application.

An eligibility list may be created for similar positions and may remain in effect for 12 months. This competition may be used to appoint successful candidate(s) to current and future regular, term or acting status appointments in Selkirk, Morden, Steinbach and Portage la Prairie subject to staffing approval.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

Introduction

Are you interested in a challenging career that combines office work with outside work and travel within rural Manitoba? Do you have a background or interest in real estate, agriculture, land survey systems, geographic information systems, building construction or municipal government? Do you enjoy 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! Municipal Relations is looking for motivated individuals to join our property assessment team.

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

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
- Must be willing and able to work overtime as required

Qualifications:

Essential:

- Certificate in Real Property Assessment. A combination of education and experience in property valuation and/or inspection, building construction, agriculture, real estate finance, or municipal administration may also be considered.
- Experience providing excellent client service

- Exceptional interpersonal skills with the ability to establish and maintain relationships with staff, clients, as well as internal and external stakeholders
- Strong problem solving skills
- Excellent written communication skills for communicating simple to complex information to all levels of audiences
- Excellent verbal communication skills for effectively conveying information to clients and other stakeholders
- Excellent organizational and time management skills for prioritizing competing and multiple demands in a fast-paced environment
- Experience working with Microsoft Office programs (Word, Excel, Outlook) or equivalent software
- Ability to work independently with minimal supervision

Desired:

- Knowledge of real estate finance and/or transactions for sales verification
- Ability to provide services in French

Duties:

After completing on-the-job training the Assessment Officer 2 (AS2) will inspect properties to record characteristics for valuation, classification and assignment of liability to taxation, updates property and ownership information in the internal computer system (MAVAS) and may defend assessments, with supervision, at Boards of Revision hearings.

Apply Now:

Advertisement # 36920
 Service Centre 2
 Human Resource Services
 360-1395 Ellice Avenue
 Winnipeg, MB, R3G 3P2
 Phone: 204-945-7182
 Fax: 204-948-2841
 Email: govjobs@gov.mb.ca

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

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. 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. 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.

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manitoba.ca/govjobs



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