



## **IDENTIFICATION**

<b><i>Position Number</i></b>	<b><i>Position Title</i></b>	
21-11288	Assessment Technician	
<b><i>Department</i></b>	<b><i>Division/Region</i></b>	<b><i>Location</i></b>
Municipal and Community Affairs	Community Governance	Yellowknife

## **PURPOSE OF THE POSITION**

This position assists with the property assessment services on behalf of the GNWT in the communities and hinterland of the General Taxation Area, and on the behalf of the Municipal Taxation Authority communities in the Municipal Taxation Areas, with the exception of the City of Yellowknife. These property assessments provide the basis for property tax revenue for the Government of the Northwest Territories and for municipal taxing communities. The position works within the Community Planning and Development Act and Area Development Act and other legislation that directs the work of MACA.

## **SCOPE**

The Assessment Technician is located in Yellowknife and reports to the Manager, Assessment Services. The Assessment Technician is responsible for providing technical and administrative support to the Government of the Northwest Territories Property Assessment Section. The incumbent will also provide technical support with the full implementation of a Computer Assisted Mass Appraisal System.

This position works in a team environment and handles the administrative functions required for the assessment of approximately 13,000 properties in the NWT. The position maintains assessment files (both physical and computerized) and information reports with respect to the production of accurate assessment rolls on behalf of the Department. This information is communicated to all parties involved including other members of MACA's assessment team, other government departments, local community governments and the general public.

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## **RESPONSIBILITIES**

1. Provide required technical and administrative support to the Assessment Services Section to maintain legislated standards and to meet the specific times set out in the Property Assessment and Taxation Act (PATA). Duties include but are not limited to:
  - Updating and maintaining assessment information changes to the assessment roll;
  - Preparing assessment notices and reports for the General Taxation Area and Municipal Taxation Area communities;
  - Reconciling land and improvement values in the assessment rolls prior to information distribution;
  - Preparing annual assessment rolls and letters to municipalities.
  - Preparing electronic assessment rolls;
  - Mail assessment notices and rolls to Municipal Taxation Area and General Taxation Area communities;
  - Maintaining sales data, prepare land sales analysis used to determine land values;
  - Compiling mill rate by-laws and developing reports for Municipal and General Taxation Areas;
  - Researching territorial, federal and municipal leases, reserve and land titles;
  - Compiling and monitoring copies of legal surveys, new subdivision registrations to assist the assessor and/or contractors in fieldwork;
  - Compiling and preparing information and source documents to assist the assessors, the administration and contractors with reference to Annual and General assessment fieldwork, Board of Revision presentations, Assessment Appeal presentations, Tribunals and Open Houses as well as general inquires;
  - Performing an audit and edit function from source documents, field cards and assessment rolls;
  - Preparing reports on value changes occurring from Board of Revision and Assessment Appeal Tribunal decisions, as well as an edit of secretary and assessor records of decision;
  - Ensuring municipalities have sent proper and timely correspondence regarding Board of Revision and Assessment and Assessment Appeal Tribunal proceeding;
  - Providing information to the general public and outside agencies concerning Legislation, regulations, policies and practices.
2. The technical function is data entry, editing, producing assessment rolls, filing and handling contract documents. The assessment function is time oriented as prescribed by the Property Assessment and Taxation Act. The assessment technician works as a member of a team, and would plan and schedule their work to meet key deadlines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated ability to work as a member of a team in wide range of duties;
- Ability to understand general legislation and apply the technician and regulatory requirements of legislation;
- Familiar with the legal land documentation and terminology;
- Ability to apply knowledge of the Property Assessment and Taxation Act and pursuant Regulations to the technical and regulatory requirements of this Act;
- Demonstrated ability for clerical and administrative duties; standard office procedures and equipment;
- Ability to apply knowledge of computer software (word processing, spreadsheets, data base and presentation software applications);
- Ability to deal with public.

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities described above are typically acquired through the completion of a grade 12 diploma or equivalent, plus combination of typing/keyboarding courses and general office procedures; or the equivalent in experience in similar positions.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

No unusual demands.

### **ADDITIONAL REQUIREMENTS**

Position Security (check one)

☐ No criminal records check required

☐ Position of Trust - criminal records check required

☐ Highly sensitive position – requires verification of identity and a criminal records check