



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Property Assessor	
Position Number	Community	Division/Region
21-13648	Yellowknife	Community Governance

## PURPOSE OF THE POSITION

This position provides 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.

## SCOPE

Under the direction of the Manager of Assessment, the Property Assessor is responsible for completing, maintaining and defending property assessments in the Northwest Territories (NWT) according to the Property Assessment and Taxation act (PATA). This position is at a junior technical level in the administration and implementation of the property assessment functions, assessing residential and multi- unit residential properties under the guidance and mentorship of a senior assessor.

This position works in a team environment for the assessment of approximately 13,000 properties in the NWT. This position requires contact and communication with various agencies, such as other GNWT Departments, Federal Government Departments, Real Estate Appraisals Companies, Contractors, Law firms, Property Tax Agents, community governments and the general public. The position contributes to and impacts significantly on the consistency, fairness and transparency in the treatment of the public in the property assessment process. This results in fewer appeals to the Board of Revision, and an accurate assessment database for use in the collection of property taxation.

## **RESPONSIBILITIES**

- 1. Completes assessments of lands in accordance with the pertinent legislation, Departmental policies and standards.**
  - Stratify sales and other market data into homogenous groups which reflect the geographic areas subject different market influences, variations zoning and other land use controls and probable use,
  - Analyze land sales to determine sales price, names and addresses of buyer and seller, relationship of buyer and seller, property address and/or legal description, type of transfer, interest transferred, personal property transferred, financing arrangements and date of transfer and
  - Inspect land with consideration given to the location of the property and the site itself.
- 2. Completes assessments of improvements (buildings) in accordance with the pertinent legislation, Departmental policies and standards.**
  - Identify and estimate all qualitative and subjective property characteristics and make the resulting technical level judgments, decisions, and calculations as to their contribution to assessed value,
  - Determine normal functional obsolescence, normal curable and incurable physical depreciation using the comparison method, overall age-life method, observed condition breakdown method, and
  - Interpret and apply costing or assessment manuals to determine assessed values of all types of improvements (except commercial and heavy industrial) in accordance with the Property Assessment and Taxation Act and Regulations.
- 3. Use the legislation related to property assessment and taxation.**
  - Determining ownership of properties and whether the owner is taxable or exempt from assessment and/or taxation only, and
  - If a property is exempt from taxation only, then determining if the property is grantable or non-grantable under the applicable grant-in-lieu of property tax policies or Acts.
- 4. Assist in preparation of defense of assessments of land and improvements at the Boards of Revision and the Assessment Appeal Tribunal.**
  - Review the complaint or appeal to determine reasons for the complaint or appeal, and remedies sought
  - Re-inspect the property to verify its property characteristics and accuracy of the resulting decisions and calculations regarding the property under appeal,
  - Consult with complainant or appellant prior to hearings to exchange data, explain how the assessment was completed, and persuade or motivate them to withdraw their appeal if assessment appears correct, and
  - Recommend strategy for line of defense and/or consulting with the Senior Assessor and/or Manager of assessment to determine most appropriate strategy.

## **WORKING CONDITIONS**

### **Physical Demands**

Generally, office work with field visits twice a month during non-winter months. No unusual physical demands.

### **Environmental Conditions**

Fieldwork occurs outdoors and results in exposure to typical seasonal conditions. No unusual environmental demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent must travel to all areas of the NWT to assess the value of property. The incumbent will have work assignments that occur in the field, where there is a requirement to travel and stay overnight at hotels. This will occur twice a month during non-winter months. No unusual mental demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in most areas of property valuation and assessment theories, principles and practices.
- Independent judgment in deciding which subjective and qualitative property characteristics value under which circumstances and, if so, to what degree.
- Ability to analyze, identify and value standard methods and types of construction, costs of construction, qualify of construction materials and workmanship of construction.
- Effective communication skills to interact with rate rate payers and the general public in a manner that displays tact and diplomacy.

### **Typically, the above qualifications would be attained by:**

The knowledge, skills and abilities described above are typically acquired by the completion of a Grade 12 Diploma, a Certificate in Real Property Assessment (e.g. from University of Alberta or University of British Columbia), and two years related experience in property assessment (theories, principles and practices), or land management, or equivalencies. A valid driver's license is required.

## **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

### **French Language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous Language:**

- Required
- Preferred