



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Junior Property Assessor	
Position Number	Community	Division/Region
21-17648	Yellowknife	Community Governance

## PURPOSE OF THE POSITION

The Junior Property Assessor is responsible to learn through education and practice the skills required to become a Property Assessor. Under the guidance and mentorship of unit staff, this position will learn how to provide assessment services throughout the NWT.

## SCOPE

Under the direction of the Manager of Assessments Services and mentorship of qualified unit staff, the Junior Property Assessor is responsible for learning how to complete, maintain and defend property assessments in the NWT. This position will provide administrative technical level service in the administration and implementation of the property assessment function, learning to assess various types of improvements and properties under the guidance of Senior Assessment Staff while also taking online relevant assessment courses from the University of British Columbia.

This position works in a team environment, where the respective goals and objectives are coordinated with the entire staff of MACA Assessment service section. This position will learn to work with other GNWT departments, Government of Canada agencies, real estate appraisal companies, contractors, law firms, property tax agents, community governments and the general public. This position contributes to the consistency and transparency in the treatment of the public in the property assessment process, with the objectives of fewer appeals to the board of revision, and an accurate assessment database for use in the collection of property taxation.

The unit as a whole ensures fulfillment of deadlines as required by the *Property Assessment and Taxation Act* (PATA) and validity of assessment rolls, the minimization of assessment appeals, and that the process for property assessment is fair, compliant with legislation, and results in an equitable distribution of property tax burden in the NWT.



## **RESPONSIBILITIES**

### **1. Through authorized online course work and under direct instruction and mentorship from unit staff, the incumbent will:**

- Become familiar with the *Property Assessment and Taxation Act (PATA)*, including relevant legislative and regulatory sections.
- Become familiar with and learn to apply the *Residential Regulated Costing Manual*, and the *Residential, Industrial, and Commercial Regulated Costing Manual* to determine fair and equitable improvement values for basic residential, commercial and industrial properties.
- Learn to apply the General Taxation Area (GTA) regulated land rates to establish equitable land values.
- Assist with interpretation of mapping tools to locate and identify subject properties.
- Interpret mapping, and identify properties independently within residential, industrial, and commercial areas.
- Assist with data entry within the Computer Assisted Mass Appraisal (CAMA) system.
- Navigate the CAMA system to generate reports, edit data, and establish new accounts.
- Learn to conduct complex residential, industrial, and basic commercial inspections.
- Participate in the communication of the basic assessment function and processes to ratepayers, addressing all levels of concerns.
- Communicate assessment concepts, including relevant legislation and cost manuals, to ratepayers, clients, and senior management.
- Assist in the preparation and defense of complaints and appeals before the Board of Revision (BOR) and appeals to the Assessment Appeal Tribunal (AAT) in both GTA and MTA communities.
- Learn to determine, apply, and explain both MTA and GTA land rates in land valuation.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual physical demands.

General office work with field work twice a month during non-winter months.

### **Environmental Conditions**

No unusual environmental conditions.

Field work occurs outdoors and results in exposure to typical seasonal climatic conditions.

### **Sensory Demands**

No unusual demands.



### **Mental Demands**

No unusual mental demands.

The incumbent must travel to all areas of the Northwest Territories to assist in the valuation property and will have working assignments that occur in the field, where there is a requirement to travel and stay overnight at hotels. This will sometimes require extended stays in the communities during non-winter months.

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

- Knowledge of functional mathematics.
- Ability to acquire knowledge of property assessment theories, principles, and practices.
- Ability to acquire knowledge of construction theories, principles, and practices.
- Ability to acquire a technical level of knowledge in analyzing, identifying, and valuing standard methods and types of construction, cost of construction, quality of construction materials, and workmanship of construction.
- Ability to develop interpersonal and communication skills, including tact and diplomacy.
- Computer skills.
- Ability to develop independent judgment skills to determine, establish, and defend assessed values.
- Ability to develop independent analytical skills to decide which subjective, qualitative property characteristics will impact assessed value, under which circumstances, and to what degree.
- Ability to manage time, set priorities and make decisions effectively and efficiently.
- Ability to plan, organize, and schedule work to successfully meet deadlines.
- Ability to communicate with a variety of stakeholders in a tactful, and professional manner.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A high school diploma.

Equivalent combinations of education and experience will be considered.



### **ADDITIONAL REQUIREMENTS**

- A valid class 5 driver's license.
- Enrollment in an accredited online Certificate Program in Real Property Assessment at the time of hire.

### **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:** Select language

- ☐ Required
- ☐ Preferred