

POSITION: PROPERTY ASSESSOR**JOB POSTING #:**

DEPARTMENT:	Finance	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543415
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:	One (1)	GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$27.17 to \$31.94 hourly (2012 Rates)
		HOURS PER WEEK:	33.75

DUTIES:

Responsible to the Manager of Property Assessment, will assist in reviewing property assessments and related records as obtained from sources building permits, property deeds, building plans, etc. Maintains and updates all assessment related property information in Corporate databases on a daily basis relative to property valuation, property classification and creation of subdivisions apportionments, etc. Investigates market data such as M.L.S. listings, affidavit listings, newspapers, etc. Acquires and maintains a record of all property sales; inputs all data relative to tax appeal settlements and works in conjunction with the Assessment Data Analyst regarding the creation and maintenance of the parcel fabric and tabular data in the Corporate databases for all new subdivisions, land severances, consolidations, zoning changes, Committee of Adjustment orders, street and alley closings. Assists with the processing and completion of appeals and applications relating to the Assessment Review Board/Ontario Municipal Board decisions, Section 40 Appeals, Section 357 Tax Appeals, Minutes of Settlement, Section 39.1 Requests for Reconsideration, Section 33 Omitted Assessments, Section 34 Supplementary Assessments. Assist in the area of measuring properties and structures and occasionally verify the accuracy or identify changes to be made to assessment records; will conduct site visits. Assists with unresolved or non-routine problems. Assists in calculating the assessed value of residential, commercial, industrial and farm properties; answers telephone and counter inquiries. Maintain amiable relations with public and fellow staff. Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work; assumes other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation diploma plus three (3) years post secondary education from a community college in Public Administration/Business Administration or related field, or Ontario Ministry of Education equivalencies.;
- Must have minimum 3 years experience in Building, Surveying, or Property related field (i.e. property assessments, current value assessment, blue prints, consolidations, etc.)
- Must have a working knowledge and experience in a computerized environment using Microsoft Office Suite of Products.
- Ability to read and understand legal documents and interpret surveys and plans of properties.
- Experience working with the Land Registry Office considered an asset.
- Knowledge or experience in AutoCAD, Arc-View 3.1, P.R.O.P., AMP and other related GIS software considered an asset.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Working knowledge of relevant sections of the Assessment Act and the tax adjustment provisions of the Municipal Act; including the Property Assessment Program, activities and procedures would be considered a definite asset.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on September 18, 2012