



Make working for
The City work for you.



Associate Assessor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.cityofcalgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Associate Assessor is the second level in the Assessor career series at The City of Calgary. This role builds upon the foundational responsibilities of the Assessor position, with increased complexity in property valuation, communication, and technical analysis. In addition to managing a portfolio of medium- to high-complexity properties, Associate Assessors contribute to service improvements, mentor team members, and provide expert guidance on assessment methodologies. Primary duties include:

- Manage a portfolio of properties with increased complexity and risk, ensuring assessed values align with market value or the appropriate valuation standard.
- Provide recommendations on potential appeals at the Assessment Review Board (ARB).
- Conduct advanced appraisal analysis and influence valuation methodologies within the team by presenting compelling data-driven insights.
- Communicate with property owners, industry professionals, and community groups to share information and address inquiries.
- Defend assessments before the ARB by presenting evidence and responding to questions.
- Lead and contribute to service improvement initiatives, including procedural reviews, industry research, and process enhancements.
- Mentor and develop Assessors by providing training, coaching, and technical expertise.
- Support cross-team initiatives and collaborate with Data Services to ensure accurate and effective assessment practices.

Qualifications

- A degree in Real Estate and Housing Management, Business in Real Estate, Economics, Public Administration, Business Administration, Commerce or a related discipline.
- A Real Property Assessment Certificate, including the Advanced Computer Assisted Mass Appraisal course is also required.
- 3 years of directly related experience in property assessment and/or real estate appraisal.
- An intermediate level of proficiency in Microsoft Word and Excel is required.
- A valid Class 5 Driver's License (or provincial equivalent) and access to a personal vehicle for business use is required.
- Experience with statistical analysis software such as Statistical Predictive Analytics Software (SPSS) will be considered an asset.
- Maintain current technical valuation skills and demonstrate good judgment with application of skills.
- You have the ability to problem solve and remain adaptable within a team environment.
- You have strong communication, planning, and organizing skills.

Working Conditions: General office environment. Occasional inspections of properties and businesses require driving to the sites and walking around confirming data.

Note: The Associate Assessor vacancies will be within Valuation, sections to be determined at date of hire.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle

- This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 1 Permanent and 2 Temporary (up to 18 months)
Compensation: Pay Grade 12 \$47.01 – 62.84 per hour
Hours of work: Standard 35-hour work week
Audience: Internal / External

Business Unit: Assessment and Tax
Location: 2924 11 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: March 5, 2025
Job ID #: 311523

Apply online at www.cityofcalgary.ca/careers