

JOB DESCRIPTION

POSITION:	PROPERTY ASSESSOR		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543415
HOURS OF WORK:	33.75	GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Property Valuation & Administration, this position 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 Management Officer regarding the creation and maintenance of the parcel fabric and tabular data in the Corporate databases pursuant to the changes outlined in the Annual History of Deleted Primary Roll Numbers 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 in the identification and notification to property owners and tenants of Multi-Residential properties eligible for the Annual Rent Reduction Program. 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years of post-secondary education from a Community College in Public Administration/Business Administration or related field, or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience in Property related field (i.e. Building, Planning, Property Assessments), and have the ability to read and understand legal documents and interpret surveys and plans of sub-division;
- Must have the ability to travel to off site 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 and must provide a driver's abstract as a condition of employment.
- Must have a working knowledge and experience in a computerized office environment using the Microsoft Office Suite of Products;
- Knowledge or experience working in AMANDA PROP and/or AMANDA Tax will be considered an asset;
- Experience working with the Land Registry Office will be considered an asset;
- 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;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.