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**Posting # 1586**

**Title: Property Assessment Representative**

**Section:** Revenue Services

**Division:** Finance

**Department:** Corporate Services

**Initial Reporting Location:** Tom Davies Square

**Job Status:** Permanent Position

**Number of Vacancies:** 1

**Affiliation:** Inside Unit

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 15 - \$39.27 to \$48.23 per hour (subject to review)

**The start date will follow the selection process.**

This position is eligible to [work remotely](#) on a part-time basis.

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**Characteristic Duties:** Under the general supervision of the Manager of Revenue Services.

1. Act as a Lead Hand to direct, monitor, delegate, assign tasks and coordinate the work of the Property Assessment Assistant and/or others involved with the Assessment Review Program, including developing training plans for new employees.
2. Select, draft, complete and revise documents on behalf of CGS, for the use in proceedings before the Assessment Review Board.
3. Maintain a current business continuity plan for the assessment review program including detailed documentation and training manuals.
4. Negotiate settlement in the interests of CGS with Municipal Property Assessment Corporation (MPAC), rate payers, lawyers and tax agents in property assessment disputes arising from appeals.
5. Review rate payer's assessment complaints to determine value and taxes at risk; research and gather documentation on properties under appeal and provide recommendations to the Manager of Revenue Services.
6. Review issued building permits to ensure MPAC properly tracks additions and adjustments to the tax roll.
7. Review requests for reconsideration from MPAC and recommend course of action to achieve resolution.
8. Monitor year-end changes for improvements and adjustments and advise of new assessment growth through the supplementary/omitted assessment files. Review major changes in assessment on large properties and recommend course of action.
9. Liaise with Building Services, Legal and with external contacts such as lawyers, tax agents, appraisers and Municipal Property Assessment Corporation (MPAC).
10. Initiate and complete all pleadings related to Assessment Review Board procedures.
11. Represent CGS at all Mandatory Settlement Meetings, Mandatory Settlement Conferences and Assessment Review Board hearings.
12. Act as an expert on behalf of the municipality as required during Assessment Review Board hearings.
13. Review preliminary reassessment files from MPAC and identify and investigate major changes from previous year.
14. Prepare reports for senior Finance staff to document affects of action/recommendations relating to assessment appeals.
15. Review the Payment in Lieu of tax listing to identify errors or anomalies and report on impact of these.
16. Investigate Commercial and Industrial Vacancy Rebate, Section 357/358 and Charity Rebate Applications to ensure accuracy and provide supporting documentation to accept or reject application.
17. Monitor registrations of subdivisions to ensure inclusion on returned assessment roll.
18. Monitor and report on the impact of changes in the Assessment Act, Municipal Act, 2001, federal and provincial legislations, policies or grants which may impact municipalities.
19. Develop policies, procedures, training tools and other documents as required.
20. Train staff regarding the functions of assessment review program and co-ordinate the completion of assignments.
21. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable provincial legislation listed

therein.

22. Perform other related duties as required.

### **Qualifications:**

- University Degree in a related discipline (e.g., Economics or Business Administration).
- Certification in the Institute of Municipal Assessors (IMA) or Appraisal Institute of Canada (AIC) or working toward either designation.
- Post secondary courses in real estate and property assessment an asset.
- Over five (5) years up to and including seven (7) years of property assessment/taxation related experience primarily in the commercial and industrial tax classes.
- Knowledge of applicable legislation (Municipal Act, 2001, Assessment Act) and related tax legislation and regulations.
- Knowledge of appraisal theory/principles, statutes, case law and systems involved in assessment required.
- Knowledge of Provincial Property Tax Policy and impact of same on property appeals.
- Knowledge of local real estate market and factors affecting values.
- Demonstrate ability to work with computer software applications and administrative systems in a Windows environment (e.g., word processing, computerized spreadsheet applications, information input and retrieval, etc.).
- Demonstrate time management and organizational skills.
- Demonstrate workflow management ability.
- Proven negotiation skills with the ability to negotiate complex and controversial issues related to property assessment and taxes.
- Excellent presentation, interpersonal and communication skills.
- Satisfactory health, attendance and former employment history.
- Excellent use of English; verbally and in writing.
- French verbal skills considered an asset.
- Physical capability to operate a vehicle safely, possession of a valid driver's licence and an acceptable driving record, will be considered an asset.

**How to Apply:** Please visit <https://myjobs.greatersudbury.ca/> to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, November 14, 2023**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

### **Live outside Canada or new to Canada?**

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

### **Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)