

Assessor Assistant

DEFINITION

This is independent technical fieldwork involving the inspection of all property types, gathering of data and other tasks related to the assessment function.

Employees of this class exercise independent judgment in securing information and data on real property including residential, business premises, commercial, industrial, machinery and equipment, land and farmland as assigned. The work involves daily contact with property owners and renters. Incumbents assist assessors by obtaining specific data on the property for the calculation of assessments. Responsibilities include reviewing the work of others and providing guidance and assistance to junior staff.

Work is evaluated on the basis of quality and accuracy of the work produced and other standards of performance.

TYPICAL DUTIES *

Inspects, measures and records specific data and attributes respecting all real property and business premises, recording all relevant information.

Inspects business premises and collects rental data.

Updates data for all types of property.

Reviews and checks data entries and outputs of their own work and that of others.

Assists and works with Assessors in the review and final calculations of assessments.

Prepares and maintains comprehensive field records for sketches, diagrams and other relevant data.

Participates in the quasi-judicial process as set out in the Assessment Complaints and Appeals Regulation (ACAR) for preliminary or issue statement matters.

Attends meetings and participates as directed.

Assists in developing and improving assessment methods and procedures.

Performs other related work as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of construction material and techniques involved in the assessment of residential, commercial, industrial, multi-residential and business premises, including market values of all types of land.

Considerable knowledge of data required to calculate assessments.

Knowledge of personal computers, various software packages and network computer systems.

Assessor Assistant

- Knowledge of location elements and other factors involved in determining land values.
- Knowledge of the street addressing systems used in the City.
- Ability to respond to oral and written inquiries.
- Ability to meet and deal courteously and tactfully with internal and external customers.
- Ability to understand and execute oral and written instructions.
- Ability to set up and maintain record retention files.
- Ability to work in a field environment, inspecting all stages of construction.
- Working knowledge of standard desktop applications.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the 1st year of the University of British Columbia Certificate program in Real Property Assessment and completion of a Building Construction course.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0559			
Last Updated:	2005-01			
Previous Updates:	2001-03, 1997-03, 1989-04			
Originated:	1984-04			