

OPEN TO THE PUBLIC

NON-COMMERCIAL PROPERTY ASSESSOR

DEPARTMENT OF FINANCE TAXATION AND PROPERTY RECORDS DIVISION LOCATION – Charlottetown/Summerside

FULL-TIME CLASSIFIED POSITION (Commencing immediately)

The PEI Department of Finance and Treasury Board Secretariat aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. This position is responsible for the valuation of real property, under provisions of the *Real Property Assessment Act*, at the indicated market value forming the basis for the collection of provincial and municipal property taxes.

Duties will include:

- Appraising assigned properties including farm, residential, basic commercial and special purpose properties as defined in the Real Property Assessment Act;
- Appraising new construction for designated properties;
- Reconciling values as a result of a change in assessment records due to property conveyances and changes in land use;
- Assisting in the preparation of annual assessment adjustment multipliers by providing work unit expertise on market conditions and other economic factors;
- Responding to registered assessment notices from property owners;
- Providing support in the Division's response to registered referrals and appeals to IRAC;
- Consulting with property owners, the general public, private sector professional appraisers, lawyers, provincial, municipal and federal officials, IWMC, 911 Administration office and fire districts regarding questions and concerns related to the assessment of non-commercial property;
- Other related duties as required.

Minimum Qualifications:

- Undergraduate degree in Business, Economics or related discipline;
- Professional real property valuation credentials, at minimum at the residential level, from a recognized property valuation institute or organization including but not limited to the Appraisal Institute of Canada;
- Demonstrated equivalencies will be considered;
- Knowledge of the Real Property Tax Act, Real Property Assessment Act, Registry Act, Real Property Transfer Tax Act and associated Regulations;
- Must be able to deal with the public in a professional manner exercising diplomacy and tact in a regulatory environment;
- Must have a valid driver's license and be able to provide own reliable transportation;
- Applicants must have a good previous work and attendance record. The successful candidate must provide a satisfactory criminal record check prior to beginning of employment.

Other Qualifications:

- Knowledge of Taxation and Property Records Division policy, procedure and systems would be an asset.
- Knowledge of the construction, agricultural and business sectors would be an asset.
- Additional relevant education and experience will be considered an asset.

Please note - Preference will be given to UPSE Civil employees as per the UPSE Collective Agreement.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$29.52 - \$36.89 per hour (Level 16 UPSE)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 152079-0622FPO
Closing Date: Monday, June 20th, 2022 4:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.