



Commercial Property Assessor

Department: Department of Finance

Location: Charlottetown

Position: Full-Time 100% Position (Commencing Immediately)

Employment Type: Classified (Permanent) - UPSE

Hourly Salary Range: \$35.77 - \$44.71

Annual Salary Range: \$69,752 - \$87,185

Pay Level: 18

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 163035-0524FPI

Closing Date: Monday, June 17, 2024 4:00pm

Open to: Public

The [Department of Finance](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

This is highly responsible work 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 but are not limited to:

- Appraises all types of Commercial and Special Purpose properties, including large complex, industrial and multi-residential properties as well as assigned farm and residential properties as defined in the Real Property Assessment Act;
- Preparing daily field work assignments by geographical area, retrieve property cards and prepare maps;
- Analyzing and filtering building permit documents;
- Possessing knowledge of the stages of construction, apply the appropriate percent complete reflecting the current stage of new construction as of the prescribed date of valuation;
- Identifying and selecting properties to be appraised using the three approaches to value;
- Discussing, justifying and defending general increases in assessments;
- Completing inspections to determine any errors or omissions on the Assessment Roll, research and analyze pertinent property data;
- Interpreting documentation from the Registry of Deeds regarding conveyances, leases, errors and subdivision plans;
- Reviewing and researching all documentation as it relates to a transaction;
- Other related duties.

Minimum Qualifications:

- Undergraduate degree in Business, Economics, or a related discipline;
- Professional real property valuation credentials at the commercial level from a recognized property valuation institute or organization including but not limited to the AACI designation from the Appraisal Institute of Canada;
- Knowledge of the Real Property Tax Act, Real Property Assessment Act, Registry Act, Real Property Transfer Tax Act, Condominium Act and associated Regulations;
- [Demonstrated equivalencies will be considered](#);

- 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 Civil Collective Agreement.

This competition may be used to fill future job vacancies.

Please 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.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, 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.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

SHAPE THE
Future