

Job Class Profile: Commercial Assessor**Pay Level: CG-30 Point Band: 676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	4	4	4	4	1	2	
Points	233	83	13	19	120	87	83	21	21	680

JOB SUMMARY

The Commercial Assessor is responsible for the technical work associated with the real property valuation for all types of commercial, industrial, institutional, and special purpose properties. Duties typically include: researching, gathering and categorizing data on all types of real property (i.e. commercial, industrial, institutional or special purpose properties) and all tasks associated with the assessment process.

Key and Periodic Activities

- Provides valuation and inspections of commercial, industrial, institutional, and special purpose properties for the annual assessment roll or supplementary rolls on a monthly or quarterly basis.
- Investigates and analyzes property sales to determine and verify sale price and any pricing influences in an open market sale for valuation purposes.
- Prepares and assigns work to Field Assessors to maintain a continuous work flow. Verifies field work completion in a timely manner.
- Collects, catalogues and analyses income, expense, and financial performance information.
- Analyzes and interprets legal documents such as lease agreements and contracts.
- Reviews property data and inspects properties in support of the appeal process. Prepares full narrative reports and represents the Agency at appeal review commission hearings and Supreme Court appeals.
- Provides information to property owners (or their representatives), town employees, lawyers, and the general public on matters of property valuation and the general valuation process.
- Conducts market research on all types of real property within and outside the province on valuation issues affecting their assessment authorities.
- Provides opinions and estimates of condition, age, and functionality of improvements using a review of maps, deeds and surveys. Determines and records ownership, boundary, dimensional, topographical, and location details.
- Participates in training/seminars to maintain a progressive knowledge of commercial, industrial, institutional, and special purpose property valuation methods and techniques.
- Inspects properties for appeals, sales, supplementaries, and revaluation.
- Attends monthly commercial meetings.
- Produces special reports for the Director.

Key and Periodic Activities

- Reviews the work of other Commercial Assessors, particularly during the appeal process (i.e. quality control check).

SKILL

Knowledge

General and Specific Knowledge:

- Specialized knowledge of Appraisal Assessment (Techniques and Procedures)

Formal Education and/or Certification(s):

- Minimum: University degree in appraisal/assessment or related field.
- Additionally: Accredited Appraiser of the Appraisal Institute of Canada, (A.A.C.I.), Certified Assessment Evaluator of the International Association of Assessing Officers (C.A.E.), Accredited Member of the Institute of Municipal Assessors (M.I.M.A.)

Years of Experience:

- Minimum: 4-5 years.

Competencies:

- Co-ordinates a range of related work/project activities and develops new solutions to deal with new problems.
- Proofreads, edits and formats a variety of documents.
- Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.
- Writes simple letters, memos and other documentation.
- Strong analytical skills.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen (to property owner's questions and concerns), ask questions, provide information and direction, communicate complex information to others (presentation of concise data in appeal hearings), and gain co-operation from others to complete work assignments (with the Agency during appeal reviews).
- Communication occurs with employees within the immediate work area, department/group, supervisors/managers, Municipal/Federal/Provincial representatives, and the general public.
- Most significant contacts are commercial assessor group, professional property advisors, and field assessors.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue, requiring periods of rest.
- Regularly required to lift or move objects up to 10 lbs. (for the most part physical demands of job are limited).

- Work provides the opportunity to occasionally stand and walk within the office environment.
- May be required to drive to complete field visits.
- Fine finger/precision work while compiling assessment information, and producing reports are regularly required.

Concentration

- **Visual** concentration is regularly required while using the computer preparing work and producing reports.
- **Auditory** concentration is regularly required while interacting with clients on the phone or in person often in noisy environments and industrial sites.
- Constantly impacted by **interruptions and multiple time pressures/deadlines with a lack of control over work pace** (i.e. deadlines for the appeal process, timelines for supplementaries, and enquiries from the public or municipalities with requests for service).

Complexity

- Work typically involves a series of tasks and activities that are different/unrelated and require a broad range of skills and a diversity of knowledge.
- Problems tend to be simple with obvious solutions. Challenges can often be addressed by following guidelines and/or procedures.
- The most typical challenge or problem is complex land valuations for commercial, industrial, institutional, and special purpose properties where information available is very limited.
- Policies, procedures and guidelines exist specific to the Municipal Assessment Agency to assist and address issues and challenges. Work is legislated by the Assessment Act and the Municipalities Act.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled.
- Decisions can be made when determining the valuations of commercial, industrial, institutional and special purpose properties within municipalities.
- Requires supervisor's approval for all appeals that have a tax liability greater than \$1000.00 and certain valuation changes beyond the scope of approval of the Commercial Assessor.
- Discretion and independent judgement are exercised for work tasks involving sales analysis, income/expense statements, supplementary assessments, or releasing confidential information.

Impact

- Work has a direct impact on the final service produced and impacts other service/business units as decisions related to property valuation affect commercial, industrial, institutional, and special purpose properties. Data interpretation and analysis affects commercial rates and codes used in the assessment process.
- Inaccurate reporting or assessment irregularities could result in an appeal requiring a complete review, additional costs to the municipality, additional work for Agency staff, and property owners may have to pay extra taxes.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May be required to provide orientation, on-the-job training, advice and guidance to co-workers and new staff.

WORKING CONDITIONS

Environmental Working Conditions

- Class does not require any special precautions or safety equipment.
- There is a limited likelihood of minor cuts, bruises, abrasions, or minor illnesses.
- Occasionally exposed to unusual or distracting noise, dirt, dust, fumes, unusual odours, wet and slippery surfaces and electrical hazards while performing property inspections.
- There is an occasional requirement to travel for work.