



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

ASSESSMENT CLERK (6 Month Contract)

AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Tax Policy and Assessment, this role serve as a witness and assist with the preparation of appeals at Assessment Review Board. Administers rebates / tax appeal process and monitors assessment roll to ensure all structures, new businesses are included.

- Assist in the preparation and presentation of assessment appeals at the Assessment Review Board, including testifying or serving as an expert witness before the Board.
- Receive, review and process vacancy rebate applications; investigate and process tax cancellation and refund applications; review and process low income seniors and low income disabled persons rebate applications.
- Prepare monthly reports of outstanding vacancy tax rebate applications and tax refund and cancellation applications.
- Communicate with ratepayers in person, telephone, and e-mail.
- Liaise with Building Department and prepare monthly building permit lists to be sent to the Municipal Property Assessment Corporation.
- Monitor and verify the assessment roll for accuracy and integrity.
- Cooperate with MPAC to ensure assessment records are current and appropriate revenues are generated.
- Inspect properties to verify information for vacancy applications to confirm assessment data and eligibility requirements. Inspect properties to verify building permit information and relay back to MPAC, to add assessment for future tax billing runs.
- Educate ratepayers and staff on assessment issues.
- Prepare reports for the Supervisor on assessment related issues.

SELECTION CRITERIA:

- High school (Grade 12) graduation plus an additional program of over one and up to two years in Real Property Administration, Business, Finance or equivalent.
- Over two (2) year, up to and including four (4) years tax and assessment experience
- Associate Member (AIMA) from the Institute of Municipal Assessors
- Demonstrated data entry and data base application skills.

- Sound judgment, good decision making and analytical skills.
- Excellent public relations and communication skills; able to deal with confrontational situations.
- Able to work independently and as part of a team.

***Various tests and/or exams may be administered as part of the selection criteria.*

TO APPLY: Please apply online, quoting file number: 102731 **by November 27, 2017** at: www.brampton.ca/employment or via www.workopolis.com and search for key words City of Brampton. If you require assistance with the application process, please contact us directly. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. We are dedicated to equal opportunity.

The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.