

**Service New Brunswick
Commercial Assessor
Pay Group 5
Permanent, Full-Time
Miramichi
Open Competition**

Are you interested in the Real Estate field? Do you want to join a team that will support your career development through education and hands-on experience? Are you looking for a flexible and dynamic work environment that allows you to travel in the province?

Whether you are a new Grad or an established professional, the opportunity to join the [Property Assessment Services Branch](#) might be what you are looking for!

Service New Brunswick is seeking an individual to join the Property Assessment Services Branch as Commercial Assessor in Miramichi.

What will you be doing?

Reporting to the Manager of Property Assessment Services, the Commercial Assessor will be responsible for the compilation and analysis of information leading to the valuation of commercial properties. Responsibilities will include but are not limited to:

- Inspecting and gathering data on residential (including properties with more than three units), commercial and industrial properties
- Classifying properties and portions of properties
- Conducting valuations of properties including data gathering and benchmarking
- Determining market factors and finalization of assessed values
- Applying appraisal valuation methodology to support and defend property assessments
- Undertaking requests for review inspections and preparing decisions for sign-off
- Preparing for and participating in Appeal Board hearings

Please ensure that you indicate the competition number R85-2022/23-530 when applying.

What do you need to be successful?

ESSENTIAL QUALIFICATIONS: A university degree in Business Administration or Commerce and three (3) years of property assessment or appraisal experience.

The following Educational Requirements are also necessary: BUSI 112, BUSI 330, BUSI 400, BUSI 443 and BUSI 401. BUSI 100 is also required unless the candidate provides written confirmation from the University of British Columbia (UBC) that they have met the admission criteria for the UBC/AIC Post-Graduate Certificate in Real Property Valuation **OR** DTR 1904, GUI 3102, GUI 2103, NB Assessor Course and GSF 1020 **OR** CRA designation plus BUSI 401; **OR** CRA designation plus GSF 1020 and GUI 2103.

Most of the required courses have a BUSI, GSF, DTR or GUI identification numbers. These are the identifications used by UBC and Laval, which are the current education providers for the Appraisal Institute of Canada (AIC) and/or the International Association of Assessing Officers (IAAO) within Canada.

If an applicant has successfully completed courses equivalent to current entry requirements for the Commercial Assessor from a previous course stream at that time consideration may be given provided the applicant also meets all other requirements of the job posting. The applicant must demonstrate that they have completed all related requirements (through written confirmation by the AIC or IAAO) by the closing date of the competition.

Subject to the response to this competition, an equivalent combination of education, training and experience may be considered.

Written and spoken competence in English is required. Please state your language capability.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please state your language capability on your application and ensure that preferred language for assessment is clearly identified.

Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset qualifications in addition to the essential qualifications in order to be given further consideration.

If an applicant intends to rely on course equivalencies, he/she must provide verification of equivalencies conferred by the course provider by the closing date of the competition. The onus will not be on the screener to review transcripts of courses in order to make a determination that the listed courses did or did not meet the requirements. **All candidates must provide written proof of education with their application in order to be considered for this competition.**

OPERATIONAL REQUIREMENTS: Successful completion of assessment-related courses as required annually by management.

This position requires some travelling within the province and you must possess a valid driver's license.

Candidates will be required to undergo Criminal History Clearance prior to appointment.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies:

- Analytical Thinking/Judgment
- Client Service Orientation
- Commitment to Learning
- Effective Interactive Communication
- Information Seeking
- Integrity
- Results Orientation
- Self-Confidence

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies:

- Planning and Organizing Skills
- Specialized Subject Matter Expertise and Knowledge
- Ability to use Office Technology, Software and Applications
- Knowledge of Applicable Legislation and the Corporation's Policies and Procedures
- Records and Information Management

Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

Salary : \$2,159- \$2,719 bi-weekly – Pay Group 5 – NBU Technical Inspection, Laboratory and Medical

We strongly encourage you to submit your application via the [online portal](#) by using the “Apply Online” button, to increase the efficiency and maintain a consistent candidate experience. Please ensure your application is complete by November 7, 2022 and indicate competition number R85-2022/23-530.

This competition may be used to fill future vacancies at the same level.

Service New Brunswick
Human Resources
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P.O. Box 1998
Fredericton, NB E3B 4Z7
Telephone: (506) 457-3580

We thank all those who apply, however, only those selected for further consideration will be contacted.

Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We promote a scent-reduced environment.
We are an Equal Opportunity Employer.

The New Brunswick Public Service: Improving the lives of New Brunswickers every day!