



Position: Assessor, Full time Permanent, two (2) positions (levels 1-3)

Location: Nova Scotia

Who We Are:

Property Valuation Services Corporation (PVSC) is a municipally funded not for profit organization, responsible for assessing all properties in Nova Scotia. We provide trusted services and information to our clients, which helps build and sustain strong communities.

We are proven experts in the field of mass appraisal, and continually strive to improve the quality of our product. At PVSC, this quality is achieved through our people – people who have a passion for learning, a curiosity to improve our business, a commitment to accountability, and a genuine love for the work that they do.

In 2020, PVSC was the recipient of the Distinguished Assessment Jurisdiction Award by the International Association of Assessing Officer (IAAO). The corporation was also awarded Gold Certification by Excellence Canada (2016) for outstanding organization-wide achievement in Excellence, Innovation and Wellness. To learn more about why PVSC is a great place to work, please [watch this video](#).

What you bring

Assessors are core members of the valuation team and either support or lead property valuation activities in accordance with legislation and internal policies and procedures.

As an Assessor you are committed to client service and work to establish and maintain productive relationships with all stakeholders. You have excellent verbal, written and interpersonal communication skills. You listen to understand, not respond. You take ownership of your work and complete tasks efficiently and accurately. You demonstrate sound judgment and decision-making abilities, lead by example, have a desire to learn and grow, and inspire others through encouragement and feedback.

You can interpret simple financial statements, leases, contracts, deeds, wills, affidavits, and other legal documents. You are familiar with statistical practices and have strong analytical and research skills. You have a keen interest in real estate and understanding local market factors and conditions. You bring experience managing difficult situations and possess the ability to exercise self-control.

You are confident with technology and can learn new systems and software quickly. You are proficient in Microsoft programs, including Excel.

Summary of Duties

Assessor 1:

- Determines ownership all assessable property.
- Updates and verifies information for relevance and accuracy.
- Inspects properties, determining size, shape, quality of construction, physical characteristics, and legislative classification, and records observations.
- Conducts routine sale investigations to understand and record any factors and influences.
- Conducts initial appeal inspections, provides an explanation of value, determines specifics of the appeal, ensures accuracy of property characteristics, and updates findings to the Computer Assisted Mass Appraisal (CAMA) system.
- Collects information from internal resources and external sources.
- May assist in the preparation of materials for Nova Scotia Assessment Appeal Tribunal (NSAAT) hearings.
- Provides a clear and understandable explanation of mass appraisal and property assessment to property owners and other stakeholders.
- Ensures effective public relations when visiting properties and when responding to inquiries from stakeholders.
- Maintains notes, documents, and inquiry records in a competent and professional manner.
- Reviews, updates, and corrects information in the CAMA system.
- Utilizes technology including satellite imaging and digital mapping software.

Assessor 2 and 3 additional duties:

- Determines market value assessments for a portfolio of residential, resource, and commercial properties by using accepted valuation practices and mass appraisal standards in compliance with industry standards and in accordance with legislation, and PVSC policy.
- Investigates and analyzes market transactions through sales ratio studies, identifies, and corrects valuation deficiencies, and determines market changes and/or fluctuations by neighbourhood.
- Determines and reviews neighbourhood boundaries and values by analysing and stratifying sales ratio reports.
- Examines audited financial statements, income and expense statements, and investment portfolios.
- Conducts research that includes market trends, general economic and social factors, to determine the impact of market value transactions.
- Reviews commercial, residential and resource properties under appeal to determine that the properties are accurately reflected on the assessment roll.
- Provides a clear, understandable, and defensible explanation of assessment.
- Prepares for and may appear as an expert witness before the NSAAT and Nova Scotia Utility and Review Board.
- Acts as a technical resource in the interpretation of valuation principles, applicable legislation and standards, and assists in training.

All assessors perform other related duties as required.

Classifications and Qualifications

Assessor 1 – (PR 7: \$52,908- \$64,869)

- Bachelor's degree in a relevant discipline, and commitment to obtain a relevant valuation designation.

Assessor 2– (PR 11: \$62,288 – \$75,659)

- Bachelor's degree, valuation designation, plus a minimum of three years' relevant valuation experience OR an acceptable equivalent including valuation designation and a minimum of three years related valuation experience.

Assessor 3 – (PR 14: \$70,031 - \$85,276)

- Bachelor's degree, valuation designation, six years' relevant valuation experience, PVSC Leadership course, and 2 additional commercial courses OR an acceptable equivalent which includes valuation designation and a minimum of six years' related valuation experience and equivalent leadership course and 2 additional commercial courses if necessary (depending on the designation held).

For more information about Property Valuation Services Corporation (PVSC), please visit our website www.pvsc.ca.

Closing Date: October 8, 2021

All applications may be sent by email to:

PVSC-Careers@pvsc.ca

Attn: Assessor

Submissions must be received by 4:30 p.m. on the closing date.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.