

<b>Job Title</b>	Assessment Research Technician
<b>Job Number</b>	1585
<b>Division</b>	Financial Strategy & Sustainability
<b>Department</b>	Assessment & Property Revenue Services
<b>Jurisdiction</b>	CUPE Local 7
<b>Last Updated</b>	September 2024

The job description is a summary of the core responsibilities. It does not include every task performed or how each duty is undertaken. Non-core duties undertaken within the scope of the job will be based on similar skill, effort, responsibility, and working conditions. The incumbent is expected to perform all job tasks competently.

### 1. Job Purpose

Responsibility for providing technical assessment activities and functions documenting servicing levels, site properties, and other assessment attributes through field inspections, review and analysis of legal documents, registered plans, grade plans, and maps plus provides customer service to internal and external customers

### 2. Key Duties

- Completes assessment parcel maintenance from new plans of subdivision, severances, splits, consolidations, leasing agreements, and zoning, and ownership changes
- Tracks approved plans of subdivision, approved condominium plans, and re-division of condominium plans to confirm receipt from Information Systems Corporation (ISC)
- Conducts bi-annual field inspections, documents, and provides laneway maintenance information (e.g., changes/verification of the assessable frontage and changes to the type of alley surface)
- Conducts field inspections of new subdivisions, determines completeness of servicing levels, and documents site attributes for each registered land parcel
- Conducts annual field inspections of replots, demolitions, and existing land parcels where level of service is lacking
- Calculates assessable effective frontage measurement for irregular shaped parcels for use in laneway and/or local improvement charges
- Oversees the vacant residential land sales verification program, works with private land developers, validates residential land transactions, and adjust database
- Tracks ISC accounts payable, initiates inquiries, and follows up
- Collects, assembles, and provides information packages—files, reports, correspondence, research, and background materials
- Advises the Building Standards and Inspections Branch on addressing and street naming issues, as required
- Maintains the corporate database of Corporation’s Branch search profiles and Property Assessment Services Branch’s resource library
- Responds to internal and external customer inquiries
- Analyzes inconsistencies on TAS-ISC hold report and resolves issues to allow transactions to be released
- Interprets Registered Plans & Grade Plans and transfers parcel information to replot spreadsheets and Assessment computer system (TAS)

- Creates and updates property accounts and enters and updates account inventories
- Maintains filing systems in accordance with branch procedure and corporate records management policies and procedures
- Completes searches, inputs data, validates data, manipulates data, exports and generates reports and lists from programs and applications

### **3. Education, Certification, and Experience**

- Completion of secondary school
- Completion of first year of The Real Property Assessment Course within first year in this role
- Driver's Licence Class 5
- Minimum of eighteen months of previous and on-the-job office and/or legal administration experience

#### **Knowledge**

- Knowledge of the formulas, rules, and principles of provincial assessment, land registry system, corporate branch system, and real property legal documents
- Knowledge of office administration processes, and customer/client services
- Knowledge of specific branch as well as the broader division/departments/branches and interrelationships for project and service delivery
- Knowledge of relevant collective agreements, bylaws, policies and procedures, and legislation, including health and safety standards
- Knowledge of job-related office productivity software, internet browsers and search engines, enterprise software, discipline-specific software, and technology devices

### **4. Communication and Interpersonal Skills**

- Interacts across a range of internal and external stakeholders with a focus on the provision of services and the exchange, collection, and dissemination of technical information
- Reads and interprets plans and maps during field inspections

### **5. Problem Solving and Decision Making**

- Identifies issues, consults, and follows policies, procedures, and processes
- Prioritizes and adapts office activities in accordance with daily/weekly/annual schedule within defined timelines/deadlines
- Ensures work is completed in compliance with legislation, by-laws, and specifications
- Provides ideas and suggestions to improve work processes

### **6. Impact**

- Contributes to completion of work unit activities through completion of sequenced tasks/workflow
- Contributes to health, safety, and well-being self and others

### **7. Responsibility for the Work of Others**

- Familiarizes new employees with tasks, duties, practices, and processes

### **8. Physical Effort**

- Uses keyboards, mouse, computers/tablet, and other technology devices
- Sits stands with opportunity to change position
- Walks, bends, and crouches during site inspections
- Moves and carries objects/equipment/supplies/files

**9. Concentration and Sensory Effort**

- Visual and concentration effort during document review, data/information input, cross checks of data/information, confirming data/information accuracy, and site inspections
- Auditory effort during stakeholder interactions
- Responds to interruptions to workflow that impact concentration demands

**10. Working Environment**

- Works in indoor office environments
- Completes field inspections of servicing levels, site properties, and other assessment attributes
- Exposure to adverse weather conditions and temperatures