



Position Description

POSITION TITLE: Administrative Assistant Assessment

DEPARTMENT: Corporate Services

REPORTS TO: Financial Services Manager

SUMMARY OF POSITION:

This position is responsible to complete all assessment functions, dealing with tax related questions and inquires, updating Land Titles as well as subdivision and development appeal board functions and reception duties such as customer service and answering phone calls when required.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Post-secondary education or courses in finance, accounting, business administration or other related field
- University of Alberta – NACLA Program
- Catalis Software Training: Central Name; Tax and Assessment System; Cash Receipting System; General Ledger System; Query Wizard
- Working knowledge of tax and assessment legislation, regulations, policies, and practices preferably in a rural environment
- Microsoft Office Software Training
- Seminars related to Subdivision and Development Appeal Board functions
- Assessment Appeal Clerk Training
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

KEY DUTIES AND RESPONSIBILITIES:

1. Assessment Functions

- a) Good working knowledge of Tax System and Name/Address System
- b) Applying/posting assessment
- c) Balancing assessment roll
- d) Co-ordination of assessment functions and balancing of assessment with Assessor
- e) Preparation of Equalized Assessment Reports and other Audit Reports as required
- f) Making all changes to assessment roll / tax roll as required
 - ie. 305.1 changes, Assessment Review Board and Municipal Government Board changes, etc.
- g) Co-ordination of Assessment Review Board agenda, notifications, etc.
- h) Assessment Review Board Minutes
- i) Preparing reports and information as required
 - ie. Assessment Roll Report, Assessment Summary Report, Ledger of assessment

ADMINISTRATIVE ASSISTANT ASSESSMENT JOB DESCRIPTION

changes, etc.

2. Tax Roll Functions

- a) Maintenance and balancing of tax roll – generate and apply tax levy
- b) Generate and mailing tax and assessment notices
- c) Tax adjustments
- d) Tax Certificates
- e) Tax information and inquiries
- f) Balancing of tax roll on a monthly basis
- g) Generate and apply penalties to tax roll as required
- h) Preparation of Annual Tax Arrears List in the first week of March
- i) Tax Notification Registration and Discharging
- j) All other tax recovery duties as are required
 - ie. Tax recovery follow-up for all property classifications
- k) Send outstanding tax letters after October 1st penalty is applied

3. Land Titles Functions

- a) Maintenance of Tax and Name and Address Systems
 - ie. Name changes, subdivision, acreage changes, etc.
- b) Providing Assessor with copies of all land title changes, subdivision plans, road plans, etc.
- c) Maintain a record of all land title changes
- d) File all land title changes and registered plans monthly
- e) Maintain and update Drumheller Mail list
- f) School declaration letters and related computer changes
- g) Maintain and send Rural Assessment Program listing as titles reflect changes to exemptions
- h) Road Plan registration – landowner authorizations, acreage summaries, plan registration coordination

4. Subdivision and Development Appeal Board Functions - Preparation of Agenda, Notice of Meetings, Co-ordination of training for board members, Minutes, Decision Notices, etc.

5. Cash Receipts & Deposits – receipt funds and deposit money as required

6. Administration of Recreation Grants – advertising, copying and preparation of summaries

7. Filing – Of Tax and Assessment Records & Statutes

8. Typing - as required by Supervisors

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- 9. Providing Customer Service**
- 10. Answering telephone – backup role to the receptionist**
- 11. Committee Member Letters**
- 12. Taking minutes at all Joint Safety Committee meetings**
- 13. All other duties as assigned by the Corporate Services Director and/or the Chief Administrative Officer**

CROSS TRAINING REQUIREMENTS:

- Reception
- Accounts Payable
- Accounts Receivable
- Inventory Coordinator duties

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

*Revised as of March 2025