

Job Description

TAXATION AND ASSESSMENT CLERK



Position title: Taxation and Assessment Clerk

Department: Corporate Services

Reports to: Taxation and Assessment Technician

Position Summary

Reporting to and receiving direction and general supervision from the Taxation and Assessment Technician, the Taxation and Assessment Clerk is responsible for providing administrative support related to assessment and taxation for the County, adhering to deadlines or requirements set out in various regulations and the *Municipal Government Act*. Additional responsibilities include providing a range of administration support and coordination responsibilities for the County.

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the County of St. Paul No. 19 (the County) acting reasonably to meet the business, community, and/or regulatory needs of the organization.

Key Responsibilities

Taxation and Assessment (60%)

- Providing customer service and conveying information on a range of topics that may include assessment, taxes, penalties, etc.
- Enter title changes and update ownership information within the tax system (twice a month).
- Create new rolls for subdivisions and input appropriate tax and assessment codes.
- Maintain annual listings for assessor use, including:
 - Subdivision plans, cancelled road plans, new road plans, parcel consolidations, acreage changes and discrepancies
- Update LINC numbers, acreage, and survey descriptions.
- Inactivate rolls and transfer information to master rolls.
- Scan and upload registered documentation and land titles into the County's Laserfiche filing system.
- Conduct project-based reviews and corrections of legal land descriptions for subdivisions adjacent to lakes, using GIS and SPIN 2 mapping tools.
- Maintain and update grazing lease records, including name changes, acreage adjustments, expiry dates, and lease maintenance fields.
- Provide updated lease listings to assessors.
- Review all other surface activity leases and create roll number/files.
- Notify assessors when new parcels are leased and must be added to the taxable assessment roll or when they are no longer leased and must revert to exempt status.
- Update RAP information to ensure accurate and current property records.
- Process and mail tax statement.
- Verify credits and outstanding balances across multiple rolls owned by the same taxpayer.



- Prepare individual tax statements and tax breakdowns to landowners as required.
- Set up Citizen Self-Serve accounts upon request and support law firms with existing accounts.
- Prepare annual non-profit tax exemption applications and related correspondence.
- Prepare and maintain accurate mortgage company reports.
- Run discharge reports and verify that required payments have been received.
 - Complete discharge of tax notifications and enter registration information into financial software upon receipt from Land Titles.
- Assist with annual tax notice mailouts.
- Investigate addresses for returned mail and update in Name Address System.
- Generate revised PDF tax notices for address changes and new landowners, as required.
- Process ownership changes received from law firms.
- Prepare annual Small Business Tax Exemption application forms.

Administrative Support (40%)

- Land Leases & Undeveloped Road Allowances
 - Track, file, and monitor insurance certificates.
 - Prepare annual invoicing and correspondence.
 - Ensure payments are received and properly documented for audit purposes.
- Encroachment Agreements & Encroachment Licenses
 - Receive, log, and track all encroachment requests.
 - Circulate requests to relevant County departments for internal review.
 - Compile and review all documentation related to each encroachment.
 - Prepare recommendations to the CAO regarding approval or denial.

Upon approval:

 - Coordinate Real Property Reports with landowners.
 - Arrange payment and facilitate execution of agreements.
 - If not approved and requested by the landowner, prepare documentation for Council consideration.
 - Maintain a current register of all Encroachment Agreements and Licenses.
 - Monitor ownership changes and initiate new agreements as required by policy.
 - Upload approved agreements and licenses into the County's GIS system.
- Rural Addressing
 - Confirm rural address assignments provided by Planning and Development Department.
 - Enter approved addresses into the tax system in accordance with established procedures.
 - Ensure the transfer of information to the County's GIS system.
 - Submit documents to Alberta Transportation for approval and Land Titles for registration
 - Notify the appropriate departments upon registration.
- Municipal Campgrounds
 - Prepare binder for each campground at the beginning of the season, includes copies of all forms required for the entire season
 - Prepare/laminate documents, maps and signage when necessary to support park operations.
 - Camp Reservation System



- first point of contact for public by responding to reservation program questions or concerns via phone and email, and help resolve related issues
- work with the system provider to resolve issues within the program
- Providing support for Parks Caretakers
- Invoicing for Fire Calls
 - Track, review, and document fire call reports provided by fire departments.
 - Evaluate reports to determine invoice eligibility in compliance with County policies and procedures.
 - Prepare invoice requests for approval by Director of Community Services.
- Fire Permits
 - Review and approve fire permits through online portal, based on County policies.
 - Follow up with on applications containing incorrect information.

Additional Duties

- Provide administrative support and perform additional duties or projects as required to support departmental operations.
- Backup for tax autopay processing, monthly balancing, and penalty calculations.
- Duties may be adjusted over time to reflect efficiencies, accuracy improvements, evolving software, and workflow alignment.

Reporting Relationships

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the County acting reasonably to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Taxation and Assessment Technician.

Position directly supervises the following:

- None at this time

Position indirectly supervises within the department:

- None at this time

Knowledge, Skills, Abilities

- The following are required in this position:
 - Related education and/or training in planning and development, municipal administration, or a related field.
 - Experience in a municipal or related setting working with taxation, assessment, and planning and development.



- An equivalent combination of education and experience may be considered
- Advanced skills in MS Office, MS Word, MS Excel.
- Knowledge and experience working with the *Municipal Government Act (MGA)*.
- Ability to build and manage relationships and resolve issues and conflict in an effective, inclusive, transparent, and calm manner.
- Time management skills, including punctuality.
- Ability to be accountable for own actions and to work well on a team, including being able to keep an open mind, be honest, fair, and to interact with all levels of staff and individuals external to the County courteously and effectively, ensuring that a positive attitude is employed in day-to-day work.
- Ability to manage multiple, and sometimes conflicting, priorities while meeting deadlines and maintaining attention to detail, accuracy, and confidential information.
- Excellent verbal and written communication skills that allow for clear communication of complex matters.
- Willingness to participate in any training or work-related workshops.
- Ability to maintain confidentiality.

Working Environment, Physical Conditions and Capabilities

- This position works primarily indoors in an office setting; however, may work in an outdoor setting when going into the field for undeveloped road allowances inspections.
- Limited physical requirements of standing, walking, bending, and sitting. Sitting for longer periods of time may be required given the administrative nature of the role.
- Use of hands, finger dexterity for typing / writing is required.

