

Administrative/Technical

Level	Description	Work Examples
0	Introductory Knowledge Trainee	<ul style="list-style-type: none"> <input type="checkbox"/> Assessment roll production cycle <input type="checkbox"/> Causes of appreciation/depreciation (improvement to buildings) <input type="checkbox"/> Review, analyze, interpret and evaluate documents, e.g. farm application <input type="checkbox"/> Process documents for entry into database <input type="checkbox"/> Enter and extract required data from database <input type="checkbox"/> Processing incoming/outgoing mail <input type="checkbox"/> Public Inquiries <input type="checkbox"/> Appeal Process – PARP (less complex; e.g. filing, ROPD’s, etc.)
1	Basic Knowledge <i>Appraisal Assistant I</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Assessment and taxation policies and procedures <input type="checkbox"/> Section 19(8) Forms, and process those through PARP <input type="checkbox"/> PARP Administration (more complex duties; e.g. Public, Assessor, Scheduling, etc.) <input type="checkbox"/> Appeal Process - PAAB overview <input type="checkbox"/> Analyze and audit coding issues, e.g. actual use codes, exempt tax codes <input type="checkbox"/> Mail-outs, e.g. farm, self-reporting <input type="checkbox"/> Reviewing Farm Applications and leases <input type="checkbox"/> Coordinate technical support
2	Working Knowledge <i>Appraisal Assistant II</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Basic appraisal theory and principles <input type="checkbox"/> Valuation legislation and regulations, e.g. land use regulations <input type="checkbox"/> Administration of roll and notice, statutory reports, grant rolls, data advice, supplementary roll <input type="checkbox"/> Maintenance of First Nations Assessment rolls <input type="checkbox"/> Apportionments <input type="checkbox"/> Minor Taxing Jurisdictions <input type="checkbox"/> PAAB – Initial registration, administration, reports, AMC’s, etc.

Office Procedures

Level	Description	Work Examples
0	Introductory Knowledge Trainee	<input type="checkbox"/> Understands office processes, procedures and practices <input type="checkbox"/> Knowledge of records management (paper and electronic), including file retention <input type="checkbox"/> Maintenance of records and reports, e.g. PAR, house mail <input type="checkbox"/> Ability to research to obtain desired information <input type="checkbox"/> Operates and maintains a variety office equipment (i.e. photocopier, fax, scanner)
1	Basic Knowledge <i>Appraisal Assistant I</i>	<input type="checkbox"/> Ability to purchase and manage office supplies and inventory <input type="checkbox"/> Maintenance of records and reports, e.g. vehicle fleet <input type="checkbox"/> Reconcile office related revenues, e.g. cash sales
2	Working Knowledge <i>Appraisal Assistant II</i>	<input type="checkbox"/> Able to design, monitor and update office procedures and practices <input type="checkbox"/> Manages office premises including security, access and maintenance (security codes/alarms, voice mail) <input type="checkbox"/> Identifies, plans for, and conducts orientation for new staff <input type="checkbox"/> Assists in establishing annual work plan and monitors outgoing work schedules.

Systems

Level	Description	Work Examples
0	Introductory Knowledge Trainee	<p><i>Microsoft Office (Word, Excel, Outlook, internet browser)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> know where to find templates of forms and letters (e.g. farm letters) <input type="checkbox"/> calculate and tabulate data <input type="checkbox"/> follow PC file paths to find info on the server. Can properly save files on the server <input type="checkbox"/> basic understanding of Excel. Can populate a spread sheet and use, move, copy, paste, sort features <input type="checkbox"/> conducts simple searches for sites on the internet <input type="checkbox"/> use e-mail effectively. Send attachments <input type="checkbox"/> use file folders and calendar tools to keep organized <p><i>Digital camera/images</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> understand the use of digital cameras to download images and attach them to a folio <p><i>valueBC (not for recruitment)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> enter data to the assessment system <input type="checkbox"/> ability to search for properties and run queries and manipulate data on common viewers such as: Property Situs; Ownership; Name; Roll; and Parcel. <p><i>BC Online (not for recruitment)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> access title information <input type="checkbox"/> print information from BC Assessment for inquiries <input type="checkbox"/> Corporate registry
1	Basic Knowledge <i>Appraisal Assistant I</i>	<p><i>Microsoft Office (Word, excel, outlook, internet browser)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> uses spread sheets and word documents to effectively prepare information for meetings and PARP <input type="checkbox"/> uses basic formulas and functions to automate the calculations of large spread sheets <input type="checkbox"/> able to access online resources such as Internet <p><i>valueBC (not for recruitment)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> ability to search for properties, run queries, and input/manipulate data on Common viewers such as: Amendment, Map; Group <p><i>BC Online (not for recruitment)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Manufactured Home Registry searches

Systems

2	Working Knowledge <i>Appraisal Assistant II</i>	valueBC (<i>not for recruitment</i>) <input type="checkbox"/> ability to search for properties, run queries, and input/manipulate data on Common viewers and Commercial viewers AssessmentLink BC (<i>not for recruitment</i>) <input type="checkbox"/> ability to retrieve pertinent information Tantalis/Gator (<i>not for recruitment</i>) <input type="checkbox"/> ability to retrieve pertinent information
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