

Job Posting: 178003 - Position: S26 Assessor Summer Student 178003

Co-op Work Term Posted: 2026 - Summer
App Deadline 02/23/2026 11:59 PM
Application Method: Through Employer Website
Posting Goes Live: 02/03/2026 03:03 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization City of Edmonton
Address Line 1 900 Century Place, 9803 - 102A Ave
City Edmonton
Postal Code / Zip Code T5J 3A3
Province / State AB
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Summer
** Job Title ** S26 Assessor Summer Student 178003
Position Type Co-op Position
Job Location Edmonton, AB
Country Canada
Duration 4 months
Salary Currency CAD
Salary 21.59 per hour for 0 Major List
Salary Range \$ \$21.586 - \$27.472 (Hourly)
Job Description

Job Title: Assessor Summer Student
Job ID: 54242

Application Deadline: February 23, 2026 11:59:00 PM (MST)

Up to 5 temporary full-time positions (4 months) from **May to August 2026**. This role is specifically for students currently enrolled in **real estate, law, business administration, commerce, accounting, finance or statistics**.

Interested in joining a diverse and enthusiastic team in a fast-paced environment?

Want to grow and develop your professional and communication skills?

Then join the Assessment team this summer.

Be a part of a strong team of assessment and tax professionals who help shape the growth of every square inch of this great city and provide essential funding for Edmonton's municipal services. The Assessment and Taxation student role is an exciting and dynamic position that will allow you to experience the day-to-day operations of the department which funds approximately 60% of the City's operating budget. This is an exciting opportunity to gain valuable insight into assessment and taxation, which is unfamiliar to many. This experience can be an important first step toward exploring career paths in the assessment industry.

As a part of the team, you will:

- Gain basic knowledge across multiple property types in the preparation, communication, and defense of property assessments
- Educate citizens on assessment and property tax processes as well as the fees and penalties applied through legislation, including the MGA and applicable City Bylaws
- Perform analysis and data entry related to tenant rolls and financial information provided by property owners

- Verify property ownership and assist owners with tax balance inquiries, generating enrolment forms for the property tax monthly payment plan applications, printing tax statements, school support declaration forms and other account-specific taxation inquiries
- Maintain data through tasks such as carrying out physical and virtual inspections to verify and update property data, sales data verification, building permit review and supplementary assessments
- Carry out market research and other data analysis to identify, describe, and explain real estate market trends
- Review and respond to monthly payment plan inquiries, process property tax /requests from property owners through various channels: electronic tickets (via 311), email, phone and mail
- Communicate with property owners, stakeholders, and team members as needed.
- Perform other related duties and projects as assigned

Additional Details:

Hours of Work: 40 hours per week, Monday - Friday.

Salary: \$21.586 - \$27.472 (Hourly)

Recruitment Consultant: RD/JR

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process.

If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation

Job Requirements

Qualifications

- Current enrolment in a post-secondary institution. Real estate, business administration, commerce, accounting, finance, statistics or related post-secondary diploma or degree program is preferred
- Experience using Google Workspace applications or equivalent applications

Assets:

- Previous experience with data entry
- Experience analyzing financial statements

Skills Required for Success

- Excellent oral and written communication skills
- Excellent organizational and multitasking skills
- Proven attention to detail when handling tasks
- Willingness to work independently and with a team
- A commitment to service excellence
- A commitment to positive engagement and collaboration with team and business partners
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion

Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or an enrollment verification letter (indicating you are enrolled in a related post-secondary program). Talent sourced through this process may be considered for similar opportunities within the City.
- Hire is dependent on a Criminal Records Check (CRC) security clearance that is satisfactory to the City of Edmonton

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Address Cover Letter to Hiring Manager

Special Application Instructions

Application Link:

<https://recruitment.edmonton.ca/job/54242/Assessor-Summer-Student>

Application Deadline: February 23, 2026 11:59:00 PM (MST)

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.