

Property Assessment & Tax Consulting Professional

MTE Paralegal Professional Corporation

Municipal Tax Equity Paralegal Professional Corporation (MTEPPC), is a growth-oriented private sector consulting firm that provides strategic support services to municipalities in the areas of property assessment, taxation, revenue management, and broader municipal finance matters.

We are currently seeking an experienced and motivated professional to join our dynamic organization. The successful candidate will work as part of our Assessment Base Management and Consulting team, supporting a broad range of property assessment, taxation, consulting, and legal service functions for our municipal clients.

This position offers the opportunity to work on a wide range of initiatives involving assessment analysis, municipal policy, taxation matters, and assessment appeals, while developing your career within an industry-leading organization.

Responsibilities

Reporting to senior staff and working collaboratively across the organization, the successful candidate will contribute to a range of consulting, advisory, and representation services for municipal clients. Responsibilities may include, but are not limited to:

- Advising municipalities on assessment quality, assessment appeals, and property taxation matters;
- Reviewing property assessments for accuracy, completeness, and potential risk exposure;
- Evaluating risks related to assessment appeals filed by taxpayers and their agents, and providing strategic advice to municipalities;
- Formulating and critiquing opinions of value using recognized appraisal methodologies;
- Preparing Statements of Issues, evidence, and analytical materials, and attending appeals before the Assessment Review Board;
- Representing and defending the interests of municipal clients before the ARB and/or in negotiations with Municipal Property Assessment Corporation, taxpayers, agents, and other stakeholders;
- Assisting with case management and legal service functions related to the firm's appeal and advisory work;
- Contributing to the preparation, review, and publication of client reports, studies, and briefing materials;
- Participating in the analysis, design, and implementation of municipal policy initiatives related to property taxation and municipal revenue matters;

- Preparing briefing notes, status reports, and related documentation for municipal clients; and
- Providing advisory and representation services related to applications under the Municipal Act, 2001, including matters such as vacancy rebates, Section 357 tax adjustments, and related municipal taxation provisions.

Essential Attributes

The successful candidate will demonstrate:

- A strong sense of enthusiasm and professional curiosity;
- High levels of professionalism, discretion, and attention to detail;
- Excellent organizational and time management skills;
- Strong interpersonal and negotiation skills;
- The ability to work collaboratively with clients and stakeholders; and
- The ability to adapt constructively and creatively under pressure.

Qualifications and Background

Candidates considered for an interview will possess:

- A University Degree or College Diploma, with knowledge of property taxation, assessment, law, public policy, or municipal governance;
- Minimum five (5) years of experience in property assessment or a related field;
- Sound knowledge of property valuation and valuation methodologies;
- Experience working with stakeholders involved in the assessment and appeal process, including the Municipal Property Assessment Corporation and the Assessment Review Board;
- A working knowledge of relevant legislation governing property assessment and municipal taxation, including the Assessment Act and the Municipal Act, 2001;
- Strong written and oral communication skills; and
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook).

Additional Assets

The following would be considered strong assets:

- Professional designations such as AACI, AIMA, or MIMA (Institute of Municipal Assessors);
- Experience with the ACS Valuation System;
- Direct experience preparing and presenting evidence at ARB hearings;
- Working knowledge of the municipal property taxation framework; and
- A Paralegal designation from the Law Society of Ontario.

Less qualified candidates may be considered on an underfill basis.

Job Type: Full-time

Benefits:

- Dental care
- Extended health care
- Life insurance
- Paid time off
- Vision care
- Work from home

Education:

- Secondary School (preferred)

Location:

- Ontario (required)

Work Location: Remote

Please send resume to: Info@mte.ca