



JOB POSTING

PROPERTY INFORMATION ANALYST SUMMER STUDENT

The Township of Chatsworth is seeking to hire a summer student to assist with our property information review through its GIS and property information systems. This is an interesting and excellent opportunity for a student to gain exposure to working in a municipal government environment.

What can I expect to do in this role?

As the successful candidate, you will receive hands-on training and work experience reviewing Township property files to ensure that all information is accurate, and that changes to property (zoning, buildings), etc. have been captured appropriately for property assessment purposes. You will assess the data and work with municipal staff for validation and then provide missing or updated data to MPAC (Municipal Property Assessment Corporation).

Your role will involve both in-office work as well as field-work. A municipal vehicle will be provided for this portion of the work.

Qualifications

Students must have exceptional organizational skills, with attention to detail. You may be required to work independently or seek information from other municipal staff. You will use computer software applications including word processing, spreadsheets, email, electronic file management systems and will be required to pay close attention to detail.

To qualify, applicants must be full time students at an Ontario College or University and be available for the full term of the summer opportunity – May 1st – August 31, 2023.

Students must have a full Class G Driver's license and clean abstract.

Hourly Rate: \$20.15 per hour

Deadline to apply online is Friday, March 24, 2023 at 4:00 p.m.

Resumes and Covering letter to be submitted to patty.sinnamon@chatsworth.ca

We thank you for your interest. Only those selected for an interview will be contacted.