



JOB DESCRIPTION

Salary Grade: 6

Job Title:
Assessment Revisor

PRIMARY FUNCTION

The primary purpose of this job is to contact public school supporters who are Roman Catholic and request a change to separate school support.

MAIN RESPONSIBILITIES

1. Contacts public school supporters who are or might be Roman Catholics, to request a change to separate school support by:
 - receiving a residential assessment roll list for a specific geographic area (2-3 week assignment)
 - identifying potential Roman Catholics on the assessment roll list, that are public school supporters
 - charting a route and making a route list of visits
 - visiting Roman Catholic residential tenants and owners to request change of school from public to separate
 - terminating visit in cases where the owner/tenant has children attending public school
 - asking owners if they have tenants in the residential property and if they have additional properties (residential or commercial)
 - completing an 'Application for direction of School Support' (name, address, code no. etc.) in cases where the owner or tenant wish a change of school support
 - obtaining signature of both owners/tenants on the direction of school support form, making return visit/s for second signature if necessary
 - completing a Separate School Support Lease for residential owners in cases where one of the owners is a Roman Catholic, obtaining signatures of both owners
 - updating the residential assessment roll with up-to-date information, after each visit

- completing an analysis of assessment assignment form, upon completion of assignment, and discussing assignment with Supervisor.
2. Contacts commercial public school supporters to request a change to separate school support by:
- receiving a commercial assessment report and an assignment of a specific geographic area (approximately 1 month assignment)
 - preparing the assignment by charting a route and identifying all visits
 - visiting organizations that are public school supporters, verifying or correcting data on the roll and classifying the organization (i.e. corporate pooling, corporate private, non-corporate individual, or non-corporate partnership, or non-profit organizations)
 - meeting with an officer of the company to request that the company change a percentage of their school support to separate based on the percentage of Roman Catholic Separate School supporters
 - requesting personal information on the directors/owners of the company i.e. number of owners, number of shares, addresses, number of children, other business etc.
 - ensuring that the residence and other businesses of the Roman Catholic Directors/owners are also Separate School support
 - advising other Roman Catholic Separate School Boards of residences or businesses that need to be addressed for Separate School support
 - ensuring that the Resolution form, the Notice by Corporation for Direction of School Support form, the notice by Partnership for Direction of School Support Form and the Application for the Direction of School Support form, are signed by the appropriate types of organizations
 - completing an Assessment Assignment Summary, upon completion of assessment and discussing assignment with supervisors.
3. Assists in identifying and clarifying discrepancies in the Student Data File and the completed Application for Direction of School Support by:
- matching alpha list (school records) and/or completed Application for Direction of School Support forms with the official assessment roll
 - receiving an assignment of all schools and addressing the student records and the Direction of School Support forms
 - charting a route and making a route list of visits
 - visiting and/or telephoning student residences and/or school secretaries and thoroughly completing the Application for Direction of School Support, to correct records
 - completing a Separate School Support Lease for residential owners in cases where one parent/owner is Roman Catholic, obtaining signatures of both parents/owners.

4. Updates the year-end assessment roll list with data acquired throughout the year, correcting discrepancies and identifying public school supporters that are Roman Catholics
5. Performs other duties as assigned or required.

SKILL

- 2-year College Diploma in business marketing or equivalent.
- 2 years related experience.

EFFORT

- Complexity of the job is dealing with potential commercial and residential Separate School Supporters – trying to diplomatically persuade them to change school support to Separate. Complexity also in effectively scheduling appointments and in having a success rate that meets department quotas.
- Concentration required when driving in order to locate unfamiliar residential and commercial areas, and when driving during evening hours and in inclement weather.
- Required to walk and climb stairs as necessary.

RESPONSIBILITY

- Accountable for the successful (meet production quota) completion of the residential/commercial assessment assignment (2-4 weeks). Works on own and detached from C.E.C. (i.e. plans entire assignment), assists in the training of new revisors.
- Ineffective completion of assignment would result in loss of potential separate school support and loss of revenue to TCDSB.
- Contacts with public (residential and commercial) to request separate school support. Acts as TCDSB representative.

WORKING CONDITIONS

- Car travel 20-25,000 km/year (in receipt of gas credit card, mileage allowance, plus bi-monthly oil change); exposure to inclement weather conditions (icy roads and walkways; freezing temperatures); personal exposure to irate tax payers.
- Required to work evenings (shift premium) and Saturdays in order to contact people and meet production standards. Frustration with the inability to contact people and being refused support after much effort.