

IN HOUSE POSTING

NOTICE OF VACANCY CLERK/ADMINISTRATIVE ASSISTANT

37.5 HOURS W/BENEFITS



The Town of Rochester is seeking an experienced Administrative Assessing Clerk.

Essential Duties and Responsibilities

Professionally answer telephone and assist the public. Accurately process automobile excise tax abatements. Review and enter property transfers (deeds) and building permits. Provide Certified lists of abutters. Must be willing to successfully complete Massachusetts Department of Revenue Course 101 and Massachusetts Association of Assessing Officers Course 200.

Education/Experience

Two to four years' experience working in an Assessing office strongly preferred, or equivalent combination of education and experience. A high level of experience with Word and Excel as well as Computer Assisted Mass Appraisal (CAMA) with Vision software preferred.

This position is covered under the Town of Rochester Personnel By-laws. Pay range is \$17.47 - \$21.62 per hour, based on qualifications and experience. The deadline for application is **June 22, 2019**. A more detailed job description is available by contacting: The Board of Assessors
Please send cover letter and resume to:

Board of Assessors, One Constitution Way, Rochester, MA 02770

or e-mail to: assessors@townofrochester.com