

**TOWN OF SCITUATE
TAX ASSESSOR CLERICAL POSITION**

The Town of Scituate is seeking qualified candidates for the full-time position of Tax Assessor Office Clerk. Please visit Town of Scituate website for job description and qualifications at:

www.scituateri.org

Interested applicants should send a background letter and resume by May 31, 2019 to:

Town of Scituate
Tax Assessor's Office
Attn: Tax Assessor Clerk Position
P.O. Box 328
N. Scituate, RI 02857

The Town of Scituate is an equal opportunity employer.

POSITION: TAX ASSESSOR'S CLERK

POSITION SUMMARY:

Within the assessor's office shall be the town assessor's clerk, who shall work under the supervision of the assessor to assist with clerical and office duties.

GENERAL DUTIES / JOB DESCRIPTION:

Assist the assessor in performing a variety of duties that are related to the office operation.

Assist with data entry of real estate, tangible and motor vehicle records into the CAMA (computer assisted mass appraisal) and tax administration systems.

Must have the ability to know and understand legal recordings (land evidence records) as they relate to the assessor's office.

Compile sales information required for transmittal to the State or other departments.

Answer telephone calls, greet the public and assist requests relating to the assessor's department.

Have the ability to work with the general public in a professional and courteous manner.

Receives applications for exemptions, determines eligibility, amount and records the facts against the record.

Performs clerical tasks such as typing, filing, making copies. Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

General knowledge of assessment principals, methods and practices of the assessment field.

General knowledge of state and local laws governing assessment.

Ability to operate a computer and related computer software pertinent to the office.

Ability to make minor decisions in accordance with laws, ordinances and regulations.

Ability to deal tactfully, courteously and harmoniously with the public.

Ability to operate general office equipment.

REQUIRED QUALIFICATIONS:

A high school degree. Must be proficient with computers and office data entry.

PHYSICAL REQUIREMENTS:

Must be physically able to sit or stand at an assigned location and work continuously for extended periods of time.

Must be able to operate all office equipment and file cabinets.

Must be capable of carrying light loads, such as tax rolls and deed books when necessary.

POSITION SUMMARY AND SALARY RANGE:

This is a full time position, 35 hours per week, 8:30 am to 4:00 pm with a half hour lunch break. Benefits include medical, dental, life insurance, and mandatory participaiton in the State of Rhode Isalnd Municipal Employees Retirement System. There is paid sick leave, paid personal leave and vacation time available, as descirbed in the Employee Handbook.

SALARY RANGE: \$17.50 - \$20.00 per hour

SUBMIT RESUME BY MAY 31ST TO:

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