Application for this vacancy will be received until April 15th

Senior Clerk - Assessor's Office
Grade - 26
$902.68 - $1,056.01

Regular Working Hours

37.5

Michael Tumulty, Assistant Assessor
Department Head

Responsibilities (Brief Job Description):
Under the direct supervision of the Assistant Assessor, is responsible for researching, gathering and recording information to assist the Board and Assistant Assessor in the assessment of real estate and personal property; processing motor vehicle abatements; reviewing eligibility for statutory exemptions, generating reports to external parties; providing assistance and information to the public regarding the many facets of the Assessing Department.
See attached job description for specific duties and responsibilities.

Interested candidates are invited to submit a resume or application for employment to the Department Head listed above. Applications for employment are available at the Selectmen's Office.

All applications will be considered without regard to age, race, religion, color, sex, physical or mental disability, or national origin.

This memo posted by:

Michael Tumulty
Name
Assistant Assessor
Title