



TOWN OF NORTHBOROUGH

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EMPLOYMENT OPPORTUNITY ASSESSOR'S ASSISTANT JANUARY 12, 2022

The Town of Northborough seeks applicants for the full-time, Grade B position of Assessor's Assistant. This position performs a variety of skilled administrative tasks in support of the overall functioning of the Assessing Office. Responsibilities include researching, analyzing and processing property assessment transactions, maintaining databases, updating maps and manual files, and assisting the public in understanding assessments or procedures for tax abatements.

Successful candidates will possess exceptional public service, record-keeping and administrative support skills. Must be organized with the ability to multi-task, prioritize workload and meet deadlines while experiencing frequent interruptions in a fast-paced environment. Must exhibit a professional demeanor, be attentive to detail and demonstrate a high degree of accuracy. Requires an Associate's degree in business or office administration and 3 to 5 years job-related experience; or any equivalent combination of education and experience. Knowledge of local government desired; proficiency with MS Office applications strongly preferred. Salary range: \$23.40 – \$30.42/hour, with comprehensive benefits. Candidate must be a non-smoker per the union contract.

Please submit a cover letter and resume to Town Administrator, 63 Main Street, Northborough, MA 01532 or email to townadmin@town.northborough.ma.us (with "Assessor's Assistant Application" in the subject line). Position is open until filled. AA/EOE