

**BOARD OF ASSESSORS/TOWN OF NAHANT
ASSESSOR'S CLERK POSITION**

The Board of Assessors and Town Assessor are seeking a qualified individual to fill the role of a part-time Clerk working under the supervision of the Town Assessor for a total of 19 hours per week. The Clerk provides important assistance to the Assessing Department. The ongoing responsibilities of the Assessor's Clerk includes the tracking of vouchers and the Board of Assessors fiscal budget. Also, assists with the administration of motor vehicle excise taxes and Boat excise tax may be added in the future.

Duties of the position include typing reports, letters and other business documents, creating excel spreadsheets, responding to mail or distributing it to appropriate employees, answering telephone calls and emails and redirecting them to other employees when appropriate, reviewing deeds and plans along with research for updating the Assessors tax maps & GIS.

The position requires the ability to perform multifaceted clerical duties and to work within different software programs. The Clerk should possess good organizational skills with the ability to engage well with the public and to represent the Office well to the public. In addition, the Clerk needs to work closely with the Town Assessor but will also interact with the Board of Assessors as necessary.

Requirements: Associates degree and three years' experience in municipal administration is desirable. A CORI check is a requirement for hire.

Salary range: \$20.00 - \$23.00

Please send letter of interest and resume to:

Sheila K. Hambleton, Town Assessor
Nahant Town Hall -Assessor's Office
334 Nahant Road
Nahant, MA 01908

Or email to shambleton@nahant.org.

Position will be Open until filled.