



JOB POSTING ADMINISTRATIVE ASSISTANT – ASSESSOR’S OFFICE

The Town of Westwood seeks a qualified assistant to provide administrative and recordkeeping duties to support the operations of the Board of Assessors and the Assessor’s Office. This position requires the ability to communicate clearly and effectively with the general public in a courteous and tactful manner.

Duties include the following:

- Screens incoming mail, inquiries and visitors; prepares correspondence and reports; maintains department's filing systems.
- Assists public with applications for abatements and exemptions; explains procedures and regulations governing abatements.
- Processes motor vehicle abatements in Softright software; proofs completed packets weekly and posts them to the Tax Collector’s office.
- Prepares information for the completion of real estate tax bills, including: processing and recording real estate transfers; checking records of ownership and property characteristics to ensure accuracy; researching maps and plans and related information.
- Performs data entry into Vision Appraisal system, including updating property record cards, which can involve sketching new buildings.
- Prepares list of abutters for various town boards and commissions.
- Coordinates and schedules appraiser appointments for field reviews. Maintains and updates field card information and personal property cards. Conducts title research for appraisers.
- Provides back-up for other staff in the Assessor's office.

Qualifications and experience: Associate’s degree in Business Administration or related field preferred; three years of office experience, preferably in a municipal setting; or any equivalent combination of education and experience. Computer proficiency, excellent attention to detail, and strong customer service skills required.

Salary and Benefits: This is a full-time, 35 hour-per-week, union, benefit-eligible position with a starting hourly rate of \$24.27.

To Apply: Send cover letter and resume to hr@townhall.westwood.ma.us by November 6, 2017

Posted: October 23, 2017
Equal Opportunity Employer