

Town of Stoneham
JOB OPPORTUNITY

Full-Time Position

Assessing Administrative Assistant

Job Description: Responsible for a variety of administrative duties within Assessor's Office. These duties include but are not limited to the administration of statutory exemptions, excise tax abatements, office billing, and the review / input of all deeds as well as any other assigned duties. The position entails extensive interaction with the public both in person and over the telephone.

Requirements: The applicant should have an Associate's degree in a related field, or equivalent education administrative assistant or office clerk. The applicant **must** be proficient with Microsoft Word, Excel and Outlook. **Experience with Patriot Properties AssessPro, CAMA and MUNIS is preferred.** A working knowledge of Massachusetts General Laws relating to the assessment of property in Massachusetts is preferred but not required. This job will entail an extensive amount interaction with the town's property owners; a professional demeanor and attire are a must.

Full-Time: 35 hours per week; includes health care benefits

Salary: \$19.67 to \$23.37 per hour

An application may be obtained at the Stoneham Town Hall Human Resources Office or on the Town of Stoneham website at www.stoneham-ma.gov. Completed applications, together with a resume and cover letter must be submitted to:

Ginny Ray, Human Resources Director

Town of Stoneham

35 Central Street

Stoneham, MA 02180

Deadline: February 11, 2015 at 4:00 p.m.

ADA/EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER