

Town of Stoneham Administrative Assistant Job Opening

Job Title: Administrative Assistant
Supervision: Reports to Director of Assessing
Scheduled Hours: 35 hours per week
Salary Grade/Hourly Rate: **Grade 38, \$19.67per hour**

Primary Purpose

Under the general direction of the Director of Assessing performs a variety of complex administrative duties within the Assessor's Office.

Essential Duties and Responsibilities

Duties include, but are not limited to, the administration of statutory exemptions, excise tax abatements, office billing, and the review/input of all deeds. Makes extensive contact with property owners and the general public, both in person and by telephone.

Knowledge, Ability and Skill

The candidate must possess excellent customer service skills, as well as written and verbal communication skills. The ability to multitask and work independently is required. Proficiency with Microsoft Word, Excel, and Outlook is required. Ability to perform complex mail mergers for office correspondence.

Prior experience with **Patriot Properties, AssessPro, CAMA, and MUNIS** software is preferred.

A working knowledge of Massachusetts General Laws relating to the assessment of property in Massachusetts is preferred, but not required.

The Administrative Assistant is the Department's initial contact with the public; therefore, a professional appearance and demeanor is essential.

Education and Experience

An Associate's Degree in a related field or equivalent education, administrative assistant or office clerk experience.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening.

This permanent full-time position includes paid holidays, paid time off, health and life insurance.

To apply for this position, send a resume, cover letter and a completed employment application, no later than Thursday, May 14, 2015 at noon to:

Town of Stoneham, 35 Central Street, Stoneham, MA 02180
Attention: Ginny Ray, Director of Human Resources

The Town of Stoneham is an Equal Employment Opportunity/Affirmative Action Employer.