

**Town of Chester**

**Job Opportunity**

**Assessor's Clerk**

The Town of Chester is accepting applications and letters of interest for the part-time position of Assessor's Clerk. Applicants must submit their application and letter of interest describing their training and qualifications to the Office of the First Selectman by 3:00 pm October 20, 2020. This is a maximum 18 hours per week position with no paid benefits.

**POSITION OBJECTIVES:**

Works under the general supervision of the Assessor, providing administrative assistance to evaluate all real estate, business, personal property and motor vehicles within the town for the purpose of taxation. Performs limited field investigations and inspections for assessment purposes, and is in charge of the office in the absence of the Assessor.

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Maintains and updates Grand List by entering, updating and retrieving property information and related data in a computerized information system. Receives real estate, personal property, motor vehicle and related property information. Determines property ownership from deeds and transfers ownership on assessment records. Reviews computer printouts for accuracy.
2. Coordinates information with other town departments to insure uniformity of information and procedures. Provides assessment and exemption information to the general public. Assists the public in understanding maps and assessment records. Makes copies of maps and records and collects fees as needed. Assists elderly citizens and other members of the public in filing for tax exemptions.
3. Prepares and processes real estate sales ration, personal property and motor vehicle information for state reports.
4. Processes various exemptions, motor vehicle adjustments, credits and abatements. Types letters, street cards, reports of forms from prepared materials or rough copy. Prepares legally-required assessment notices and announcements. Observes strict confidentiality in maintaining restricted records and files.

**MINIMUM QUALIFICATION REQUIRED:**

Graduation from a high school or GED and three years of increasingly responsible experience in office administrative work with one year experience in real and personal property evaluation work desirable; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**LICENSE OR CERTIFICATE:**

Connecticut Municipal Assessor I certification desirable. A Connecticut Motor Vehicle Operator's license may be required.

Application and complete job description available at Town of Chester's website [www.chesterct.org](http://www.chesterct.org).

The Town of Chester is an equal opportunity employer.