

# Administrative Assessor

(Towns of Ashburnham & Winchendon, MA)

**Regional Resource Group, Inc.**, is seeking a reliable and enthusiastic individual to provide taxpayer assistance and handle administrative operations for the Assessor's Offices at two client communities in North Central Massachusetts. Responsibilities include preparing tax commitments and billing files, processing statutory exemptions and motor vehicle excise abatements, researching real estate transfers, entering building permits, handling department mailings and maintaining assessment records. The incumbent schedules and takes minutes for board meetings, and regularly interfaces with and responds to special requests from other town departments. Public inquiries will be in person & via phone/email.

Requires excellent interpersonal skills; ability to communicate effectively, both verbally and in writing; and prior office experience including math and computer proficiency and strong organizational skills. Comprehensive training in municipal and state tax assessment practices will be provided.

Hours are 8:00 am – 4:00 pm; Mondays through Thursdays are split between the towns of Winchendon (morning) and Ashburnham (afternoons) and Fridays are spent at the RRG offices in Leominster, MA. The anticipated hiring range is \$17 - \$22/hour dependent on prior municipal and/or office experience.

Please use the contact form at <https://rrgsystems.com/careers/> to submit your resume & cover letter.

**Application Deadline: Open Until Filled**

*The above statements describe the general nature and level of work being performed by individuals assigned to this job and are not an exhaustive list of all of the responsibilities and duties to be required.*

*Date of Job Posting: 5/27/2020*