

Administrative Assessor

(Multiple town hall assignments in Berkshire County.)

Regional Resource Group, Inc., is seeking a reliable and enthusiastic individual to provide taxpayer assistance and handle the administrative operations for the Assessor's Offices at several of our Western MA client communities. 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, processing personal property declarations, and maintaining detailed assessment records. The incumbent schedules and takes minutes for board meetings, and regularly interfaces with and responds to requests from other town departments. Public inquiries will be in person and via phone/email. You will be working with other RRG assessment specialists including an Associate Regional Tax Assessor.

Comprehensive municipal training will be provided. This position requires excellent interpersonal skills; the ability to communicate effectively, both verbally and in writing; and prior office experience including math and computer proficiency. You must have strong organizational skills. The town hall assignments for this position are rural locations and having access to a reliable vehicle for commuting is important.

The incumbent will be encouraged to pursue a long-term career path within RRG leading to advanced positions and compensation. RRG has a reputation for valuing its employees and providing a collegial work environment.

The work schedule is 8:00 am – 4:00 pm, Mondays thru Thursdays (32hrs/week), with a different client town visited each day. Some work-at-home days may be possible. Full benefits include health and dental insurances, and pro-rata vacation and holidays. Other incentives unique to RRG are also provided.

Anticipated hiring range is \$18 - \$23 per hour depending on level of prior municipal &/or administrative office experience. For the seasoned Assessment Administrator, a higher rate of pay may be negotiated.

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 the individuals assigned to this job and are not an exhaustive list of the position responsibilities and duties.

Date of Job Posting: May 19, 2021