

## **Town of Huntington**

### **Assessing Clerk**

The Town of Huntington is accepting applications for the position of Assistant Clerk in the Assessor's Office. This part time assessing position will assist taxpayers process exemption and abatement applications, as well as a variety of general clerical duties.

**Qualifications:** High School Diploma or equivalent required. It is desirable that he/she attend and attain Assessor DOR Certification in Class 101. The Town of Huntington offers a high quality of life within the community and surrounding area along with a friendly and professional Town Hall.

Applicants must be willing and able to work with several different software programs, be able to perform varied administrative, clerical and analytical duties, and be organized and highly motivated with excellent communication skills. Must be proficient in Microsoft Word and Excel, with experience in Patriot Properties AssessPro software preferred.

Peripheral duties include attending the meetings when required and recording the minutes of the Board of Assessors. Assessors meet twice a month on Mondays at 6:30 pm. This individual is also responsible for posting the meetings.

The position is approximately 10 hours per week. Hourly rate is commensurate with qualifications. C.O.R.I. check required.

Send resume, cover letter, and application by March 1 to: Huntington Board of Assessors, P O Box 201, 24 Russell Road, Huntington MA 01050. Applications are available at [huntingtonma.us](http://huntingtonma.us) and in Town Hall.

Town of Huntington is an equal opportunity employer.