

## **JOB POSTING**

### **PROPERTY LISTER / CLERK**

#### *Town of Millbury*

The Town of Millbury seeks qualified applicants for the part-time (19 hour) position of Property Lister / Clerk in the Assessors' Office. The normal work week is Monday through Friday with hours subject to assignment through the Principal Assessor. Week-end hours and after-hours work may be required.

Work may be performed outside and inside the office and in inclement conditions. Essential functions include tracking building permits; listing, measuring, and inspecting properties to verify accuracy of assessment data; and performing various clerical and administrative tasks. **Minimum Qualifications:**

High school diploma as well as proficiency with Microsoft Office. An Associate Degree with 3 years real estate appraisal experience or professional training preferred. Applicants are required to have a valid Massachusetts Drivers License. All applicants must pass a criminal background/CORI check and a pre-employment physical including drug testing. **Starting Salary Range:** \$19.44 per hour.

**Applications:** Internal candidates will receive preference. Resumes will be accepted until position filled: Director of Human Resources, 127 Elm Street, Millbury, MA 01527. AA/EOE

**Posted – May 3, 2018**