

## **Job Opening**

The position of Assistant to the Assessor is currently open. This position is a part time position with no benefits. Hours vary during the year depending on the work flow and can range from 10-20+ hours per week. The actual schedule will be determined in consultation with the Assessor and will likely be 20 hours from July through December, with possible changes in 2019.

Job requirements are as follows:

- Must be available to cover vacation, sick time, personal time and meetings, depending on the Assessor's schedule and periodic work load shifts.
- Must be available to work 20+ hours per week, if needed, mid-June through the beginning of August and again at the end of December and through the first of February.
- Must be proficient in computers, Microsoft Word and Excel.
- Must have good written and interpersonal communication skills.
- Must have excellent math skills.
- Must be able to work with the public both in person and on the telephone.
- Must understand the confidential nature of materials in the Assessor's office.