

Town of Plymouth, Vermont
Part-Time Assessor Assistant

An Assessor Assistant generally provides administrative, technical, and field support to the Assessor's office, primarily focused on real property appraisal and assessment. This includes tasks like data collection, preparing assessment records, assisting with tax map updates, and providing public assistance

Key Responsibilities:

Data Collection and Record Keeping: Gathering, organizing, and maintaining information related to property valuations, including deeds, surveys, and property transfers.

Appraisal Support: Assisting with field inspections, preparing appraisal reports, and updating assessment records, both manual and computerized.

Tax Map Maintenance: Assisting with the upkeep of tax maps, including identifying new properties, updating them with new subdivisions, and incorporating data from building permits.

Public Assistance: Providing information to taxpayers and the public regarding assessments and related matters.

Exemption Processing: Assisting with the processing and maintenance of exclusion and exemption claims.

General Office Support: Providing administrative support to the Assessor, participating in staff meetings, and coordinating activities.

Skills and Qualifications:

Proficiency in Computer Software: Demonstrates strong computer skills, including proficiency in using Microsoft Office programs, NEMRC, Proval, and CAMA.

Familiarity with Tax Laws and Regulations: Understands local and state tax laws and regulations relevant to property assessment.

Strong Communication Skills: Can effectively communicate with taxpayers and other members of the public.

Detail-Oriented: Can accurately maintain records and process information efficiently.

Ability to Work Independently: Can perform tasks with minimal supervision.

Experience in Real Property Valuation: Prior experience in related fields like appraiser, valuation data manager, or real property appraisal aid is often preferred.

Please submit your resume and/or a completed application to the Plymouth Town Clerk's Office at 68 Town Office Road, Plymouth, Vermont 05056 or email clerk@plymouthvt.org. Applications will be accepted until the position is filled. The Town of Plymouth is an **Equal Opportunity Employer**.