Assessor Clerk/ Assistant

The Town of Dover, Vermont (Parcel count 4,086) seeks to hire a part-time Assessor Clerk/Assistant. This is an hourly position, commensurate with education, training, and relevant experience. This position is intended for a person interested in assessment work and developing, through additional training and experience into a Town Assessor. This is an opportunity to play a significant role in town government, and to acquire assessment skills including, but not limited to, tax mapping, processing zoning permits, processing sales transfers, reading deed references, data entry, and generating the grand list on which our property taxes are based.

Recommended Minimum Qualifications:

* Knowledge of the Real Estate market is highly desirable, but willing to train the right person.
* A professional demeanor and excellent communication skills.
* High School Diploma or Equivalent,
* Must have valid driver’s license,
* High level of organizational ability needed.
* Skill in operating computers and applicable software applications.
* Must be able to assist with property inspections requiring walking on sometimes difficult ground.
* This is not a remote position

For a detailed description, see listing on town website by going to: [www.doververmont.com](http://www.doververmont.com) job opportunities.

Please submit your cover letter describing your interest and applicable qualifications, together with your employment application and/or resume, to the Dover Assessor by **March 1, 2023,** via email at [assessor@doververmont.com](mailto:assessor@doververmont.com)

Or mail to Dover Assessor, P.O. Box 428, West Dover, VT 05356

*The Town of Dover is an equal opportunity employer*