



## **Join Our Team as Assessors' Clerk!**

The Town of Chester is seeking a dedicated and motivated Assessors' Clerk to support the Board of Assessors.

This position is perfect for someone who thrives in an office environment, enjoys working with the public and takes pride in accuracy and efficiency.

### **What You'll Be Doing:**

- Clerical, record-keeping and administrative support
- Processing new property deeds from the Hampden Registry of Deeds
- Assisting the Tax Collector in handling Motor Vehicle and Real Estate Tax Abatements
- Maintaining accounts payable and payroll for the Assessing Department
- Filing state exemptions for seniors, veterans and blind residents
- Preparing agendas and documents for monthly meetings with the board
- Processing land lien and Chapterland requests
- Providing services needed by town residents, state agencies and other Town Hall departments as fit

### **What We're Looking For:**

- High school diploma and a valid driver's license
- Experience in an office environment. Experience with Microsoft Windows, Outlook and other equipment is a plus!
- Strong organizational skills with the ability to work independently and prioritize tasks
- Great communication skills and a friendly, professional attitude

### **Position Details:**

- Part-time, up to 18 hours per week
- Compensation starts at \$17 per hour
- Non-benefited position except for the OBRA retirement program

If you're looking for a stable, community-focused role where your attention to detail and organizational skills will shine, apply today to become our next Assessors' Clerk!

Submit your application to [assessor@townofchester.net](mailto:assessor@townofchester.net)

We look forward to hearing from you!