



TOWN OF CHESTER
15 MIDDLEFIELD ROAD
CHESTER, MASSACHUSETTS 01011
BOARD OF ASSESSORS

(413) 354-6318

assessor@townofchester.net

Join Our Team as Assessor Clerk!

The Town of Chester is seeking a dedicated and motivated Assessor 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:

- Processing new property deeds from the Hampden County Registry of Deeds
- Working with the Tax Collector in processing Motor Vehicle and Real Estate Tax Abatements
- Maintaining Accounts Payable for the Assessing Department
- Filing State Exemptions for seniors, veterans and blind residents
- Preparing Agendas and Documents for monthly meetings with the Board of Assessors
- Processing and administering Land Lien and Chapterland Requests
- Participate in the preparation of the Tax Recap Sheet. Advise Board of Assessors on values to be presented at Classification Hearing
- Providing assessment services needed by town residents, state agencies and other Town Hall departments

What We're Looking For:

- Associate degree or significant post-secondary training in real estate appraisal and public or business administration; two years' experience in Municipal Assessing recommended
- Strong computer skills. Experience with Patriot Assessing software helpful
- Good organizational skills with ability to work independently and prioritize tasks
- Great communication skills and a friendly, professional attitude

Position Details:

- Part-time, up to 16 hours per week (flexible days/hours)
- Hourly Rate Range: \$20 to \$26 per hour, depending on experience
- 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 Assessor Clerk! Submit your application to assessor@townofchester.net. We look forward to hearing from you!

Chester, The Gem of the Valley
The Town of Chester is an Equal Opportunity Employer.