

Town of Hinsdale, MA Administrative Assessor

Hinsdale Board of Assessors seeks a reliable, enthusiastic, and detail-oriented individual 10-12 hours per week to provide taxpayer assistance and handle administrative operations. Responsibilities include preparing tax commitments and billing files, processing statutory exemptions and motor vehicle excise abatements, researching real estate transfers, entering building permits, handling department mailings, and maintaining assessment records, as well as scheduling and recording board meetings. The position requires excellent interpersonal skills; the ability to communicate effectively, both verbally and in writing; and strong organizational skills. Comprehensive training will be provided. Hiring range is \$18-\$22 per hour depending on prior municipal and/or office experience. Hours are flexible. Application Deadline: This position is open until filled. Hinsdale is an Equal Opportunity Employer.

Send your resume, cover letter, and the names and contact information for at least three professional references via email in a single PDF file to Assessors@hinsdalema.gov or mail your application materials to:

Assessors
Town of Hinsdale
39 South Street
Hinsdale, MA 01235.