



EMPLOYMENT OPPORTUNITY

Administrative Clerk – Listers/Assessing Office

Norwich, VT seeks applicants for a minimum 15-hours/week, part-time position of Administrative Clerk for the Listers Office. The Clerk is responsible for a variety of listing/assessing functions, as assigned by the Town Board of Listers.

The Clerk will provide listing/assessment information, process property transfers, prepare assessment reports, carry out file maintenance, make corrections to property record cards, and other listing/assessing-related activity. For these tasks, the Clerk will be under the supervision of the Board of Listers as a whole related to their statutory responsibilities and, administratively, work with the contract assessor.

A job description is available on the Town website at www.norwich.vt.us under the Board of Listers link. Minimum qualifications include a high school degree with preference given to Vermont governmental experience; ability to work with the public, including sometimes adversarial situations, all the while conducting quality “customer service”; sound computer skills with preference in Windows and Microsoft Office, especially Excel, NEMRC, CAMA; and, ability to meet deadlines and multi-task. The position is a grade 12 position without benefits. To apply, mail or e-mail a cover letter and resume to:

Board of Listers
Town of Norwich
PO Box 376
Norwich, VT 05055
listers@norwich.vt.us

The position remains opened until filled. However, applications received by Friday, December 18th will be given priority. Norwich, VT is an *Equal Opportunity Employer*.