



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

JOB POSTING

SENIOR DEPARTMENT ASSISTANT

(Full-time 37.5hrs, \$19.75 - \$21.38hr)

The Town's Human Resources Department, on behalf of the Assessor's Department, is accepting applications for a full-time (37.5 hours, Monday – Thursday) Senior Department Assistant position. Salary and a generous benefits package including pension, health and dental insurance (Town pays 68% of the health premium and 75% of the dental premium) and other benefits are in accordance with current bargaining agreement.

Education: High School Graduate or equivalent, one to two years of office experience, including customer service experience or have the equivalent combination of education and experience.

Job Duties: Supporting the Assessor's Department with the valuation and assessment of all real estate and personal property; providing the public with information and assistance with all forms and applications necessary for abatements and exemptions; establishing, maintaining and processing betterment payoff requests; process motor vehicle and boat excise; interacting with and assisting the public; preparing reports as necessary; answering telephones; performing general office work; maintaining records; processing of incoming and outgoing mail and performing any and all other duties required.

Requirements: Applicants must have excellent typing, secretarial, math and computer skills. Must be proficient in Excel, Word and Office. Must be able to operate standard office equipment. Must be able to work with the public in a courteous and pleasant manner. Must be able to read maps, plans and deeds. Subject to CORI/SORI check, pre-employment physical and drug test.

Please submit letter of interest and resume to the Human Resources Director:

Dorene M. Allen-England, Esq.
Memorial Town Hall
54 Marion Road
Wareham, MA 02571
Dallen-england@wareham.ma.us

EEO/AA/ADA

Posted: March 27, 2024

Position open until filled