

#06-23

TOWN OF MEDWAY

ADMINISTRATIVE ASSISTANT ASSESSORS OFFICE

The Town of Medway, Assessors Office, seeks qualified candidates for the full-time forty (40) hour per week position of Administrative Assistant.

Some Responsibilities include: reviews monthly sale and deed information, reviews monthly budget expenditures, processes motor vehicle tax abatements, assists the public with forms and questions, prepares mailings and labels, reviews incoming mail and applications, assists the Principal Assessor and Data Collector with various duties such as input personal property and real property information.

Minimum Qualifications: The work requires a general understanding of the various laws and regulations that govern municipal government. The applicant shall have an Associates Degree; a minimum of four (4) years prior office experience, Word and Excel computer experience a must; should have some experience with CAMA, GIS and municipal financial systems; shall possess solid record keeping skills and strong verbal and written communication abilities.

Please send cover letter and resume to: Human Resources Coordinator, Medway Town Hall, 155 Village Street, Medway MA 02053 or email to jsinclair@townofmedway.org

Date of Posting: February 16, 2023

Closing Date: February 25, 2023

Salary: Grade 7, \$23.34 - \$30.70

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPS Office, Police Station

The Town of Medway is an AA/EEO Employer