

Order Number:

NY1502298

Date Job Order Received:

06/03/2024

Number of Openings:

1

Company Name:

Town of Diana

Job Title:

Assistant to the Assessor

Minimum Experience Required:

No experience requirement provided.

Job Description:

The Town of Diana Assessors Office has an opening for a part time Assistant to the Assessor. Job duties include data collection, filing and processing property tax exemptions, taking photos, updating assessor software with inventory changes, filing deeds, and other pertinent duties involving various aspects of the Assessment office. Hours currently are mostly every Tuesday from 9am-3pm and other various hours as needed for meetings, etc. This position is under the direct supervision of the town assessor, the board and town supervisor. No experience necessary, but a background in real estate is helpful. Send resume and three professional references to the Town of Diana, Attn: Assessor James Snyder, PO Box 460, Harrisville, NY 13648. Position is open until filled.

Job Location:

Harrisville, New York

Pay:

\$16.50 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer in person, by mail, by telephone, or by email:

Snyder, James
PO Box 460
Harrisville, NY 13648
Phone: Snyder, James (315) 543-0030 ext. 2
Email: dianatownassessor@gmail.com