



Township of Lakewood Employment Opportunity

Assessing Clerk

The Township of Lakewood is seeking a full-time Assessing Clerk for its Tax Assessor's Department.

Description:

Under direction, independently conducts physical inspections of properties and buildings in the field; gathers and compiles information to be of use to the Assessors; does related work as required.

A full job description is attached.

This position includes varied administrative, clerical and support duties such as; typing, filing, tracking of incoming and outgoing items. Applicant must be highly motivated, detail orientated and must possess excellent written and oral communication as well as have strong math and computer skills, including Microsoft Office with emphasis on Word and Excel. The ability to use a tape measure and record accurate data is a must. Experience with the VITAL tax assessment system is a plus.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere.

Requirements:

Valid NJ Driver's License

Salary Range: \$32,171.88 to \$50,852.77

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "Assessing Clerk" in the subject line no later than March 31, 2020 to the attention of :

Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: February 24, 2020

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Specification

ASSESSING CLERK

DEFINITION

Under direction, independently conducts physical inspections of properties and buildings in the field; gathers and compiles information to be of use to the Assessors; does related work as required.

EXAMPLES OF WORK:

Conducts physical inspections of buildings and properties in the field; visits property owners.

Takes physical measurements of all buildings on property.

Interviews owners getting date of building, type of construction, etc.

In the office, makes reports of each visit so Assessors may evaluate property.

May perform routine clerical work to assess real and personal property.

Records permits for the renovation and construction of buildings.

Prepares records of appeals to county and state tax boards, and checks records for the location of property.

Answers inquiries and provides routine information pertaining to tax records.

Prepares and completes forms.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the field investigations which shall have included gathering of significant data.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the proper procedures involved in gathering factual information and of preparing suitable reports and of maintaining necessary records and files.

Ability to comprehend established rules and regulations.

Ability to interview persons of varying backgrounds.

Ability to use tact and courtesy in making investigations.

Ability to observe significant conditions.

Ability to maintain suitable records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain. May be exposed to heavy machinery and extreme weather conditions. Incumbent must have the mobility to visit job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, crawling, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to 25 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood.